



F.No.2-9/2015- ITC (BAS Report)

भारत सरकार / कृषि एवं किसान कल्याण मंत्रालय

Government of India / Ministry of Agriculture & Farmers Welfare

(कृषि, सहकारिता एवम किसान कल्याण विभाग)

(Department of Agriculture, Cooperation & Farmers Welfare)

वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय

Directorate of Plant Protection, Quarantine & Storage

एन एच-4, फरीदाबाद (हरियाणा) – 121001

NH-IV, Faridabad(Haryana)-121001

dated the 25th July, 2017.

CIRCULAR

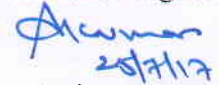
Sub : Observance of punctuality by officers/officials in Directorate / Sub offices – reg.

Instructions have been issued from time to time with regard to need to observe punctuality by Government servants. Responsibility for ensuring punctuality in respect of employees rests with the respective Controlling Officers in Directorate/sub-offices.

2. The AADHAR enabled Bio-metric Attendance System (AEBAS) in Central Government offices including attached/subordinate offices is in place. The system is also functional in some places in Directorate/Sub-offices and is also supported with CCTV footages for monitor attendance.

3. In this connection attention is invited to Rule 3 (1) (ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and may invite disciplinary action against such erring Government servant(s). It is also added that punctuality in attendance is to be observed by Government servants at all levels.

4. It is requested that necessary directions with regard to maintaining punctuality & marking attendance may be strictly followed by all officers/employees on regular basis. In a situation of crash/failure of AEBAS, the attendance may be marked in the attendance register available at reception office of Directorate/Sub-offices.



(Ajay Kumar)

Chief Administrative Officer

PH : 0129-2476331

Distribution :-

1. All Scheme in-charge(s) in Directorate.
2. Officer-in-charges, Sub-offices for strict compliance.
3. PS to PPA for information
4. Notice Board(s).
5. IT Cell with the request to place on official website of Directorate.