

सं./No. 14-1/2023-Adm.I-Part(1)

भारत सरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय / Ministry of Agriculture & Farmers Welfare
कृषि एवं किसान कल्याण विभाग/Department of Agriculture & Farmers Welfare
वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय
DIRECTORATE OF PLANT PROTECTION, QUARANTINE AND STORAGE
एन.एच; चार, फरीदाबाद 121001-(हरियाणा)/ N.H. IV, FARIDABAD-121001
(Haryana)

Dated: 11th August, 2023

OFFICE MEMORANDUM

Subject:- Observance of punctuality in respect of Bio-metric Attendance- reg.

The undersigned is directed to refer the subject mentioned above and to state that instructions had earlier also been issued vide various OMs of this Directorate to all the officers/officials of this Directorate for observance of punctuality and the need to mark the attendance in Aadhar Enabled Bio-metric Attendance System (AEBAS). Further, those officers/ officials who were not registered on the AEBAS had been requested to get themselves registered and mark their attendance therein.

2. The position of punctuality and marking of attendance on AEBAS was reviewed by the Competent Authority. It has been observed that many officers/ officials are still coming late and leaving the office early. It has now been decided that w.e.f 18th August, 2023, all officers/ officials would be required to mandatorily mark their attendance on AEBAS. *The onus of getting themselves registered on AEBAS /getting their AEBAS transferred from the previous office will be on the concerned officers/ officials.*

3. All officers/ officials of this Department are advised to strictly observe punctuality in office failing which disciplinary action would be taken as per the extent rules/instructions in the matter.

This issues with the approval of the Plant Protection Advisor.

Signed by Kusum Goel

Date: 11-08-2023 18:10:13

Reason: Approved
(Kusum Goel)

Chief Administrative Officer

To

1. All the officials/officers of the Directorate through website of the Directorate.
2. All Regional/Sub-Office In-Charges are requested to communicate