



F. No.2-10/2021-ITC (BAS-Corr.)

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 & Storage

एन.एच.4, फरीदाबाद (हरियाणा) / N.H.-IV, Faridabad (Haryana) - 121001

Date: 12.08.2021

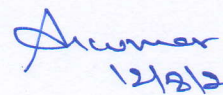
CIRCULAR

Subject: Regularisation of Attendance of all Officers & Officials in Directorate of PPQ&S –regarding.

The undersigned is directed to refer DoPT vide OM No. 11013/9/2014-Estt. (A-III), dated 14.06.2021 through which the bar of 50% attendance of the employees in the Central Government Offices has not been extended beyond 30.06.2021. Therefore, it has been decided that offices will function with full capacity of employees of all categories. Further, Biometric Attendance shall remain suspended until further order and Attendance will be marked in physical register.

Keeping in view of the fact that number of COVID-19 cases and positivity rate have reduced considerably, following arrangements are being made for strict compliance by all the Officers & Officials :-

- (i) All the Concern Sections/Units In-charges shall keep an Attendance register for the staff working under their control including himself/herself and all shall mark his/her Attendance in the register.
 - (ii) 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 time 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.
 - (iii) All the Officers & Officials shall strictly follow Covid-19 related guidelines as have been issued by MHA, MoH&FW and DoPT from time to time.
 - (iv) All the Officers & Officials shall get vaccinated as earliest as possible.
2. This issues with the approval of PPA.


12/8/21

(Ajay Kumar)
Chief Administrative Officer

To,

1. All Divisions/Sections/Units In-charges at Hqrs/CIL/CIB&RC.
2. Officer In-charge of all Sub-offices .
3. Notice Board(s).
4. PPS to PPA for information
5. IT Cell for uploading on official website