

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
KASARAGOD 671 124, KERALA

F.No.7(40)Mic./2012-Estt.

Dated: 02.08.2012

CIRCULAR

It has come to the notice of the undersigned that some of the staff members are not punctual in attending their duty at prescribed time and some of the staff members are also not following the time schedule and they are in the habit of late coming and early leaving the office and also leaving the office during office hours without obtaining proper permission from the authorities concerned.

In this connection the following provisions under relevant rules are brought the notice of all Officers and staff members working at CPCRI Headquarters and its Regional Stations/Research Centre for strict compliance.

1. Every officers and staff members are expected to be on duty place and start work at prescribed opening hour. Ten minutes grace time shall ~~be allowed in respect of the arrival time to cover any unforeseen contingencies unless it becomes a matter of frequent recurrence.~~
2. Half-a day's casual leave should be debited to the casual leave account of the individual concerned for each late attendance but late attendance up to an hour, on not more than two occasions in a month, may be condoned if this is due to unavoidable reasons. Suitable disciplinary action will be taken against the concerned in addition to debiting half-a-day's casual leave if he/she is persistently/habitually attending late.
3. Absence of officials from duty without proper permission or when on duty in office, leaving office without proper permission, or while in the office, refusal to perform the duties assigned to them is subversive of discipline. In cases of such absence from work, the leave sanctioning authority may order that the days on which work is not performed be treated as dies non, i.e., they will neither count as service nor be construed as break in service. This will be without prejudice to any other action that the might take against the persons resorting to such practices and action whatsoever found suitable will be taken against them as per relevant rules.
4. The cases of officers and staff who leaves office early without permission before the time for closing of office will also be treated like late attendance and half-a day's casual leave debited to the casual leave account for each such early departure from office.
5. The Authorities who have been delegated with the powers for granting leave should see to the enforcement of punctuality and should be very particular in scrutinizing the attendance registers. Surprise check whenever necessary may be carried out at frequent intervals.

6. It should be ensured that the prescribed working hours are strictly adhered to by all the officers and staff and they do not overstay the prescribed lunch break
7. Habitual non-observance of scheduled hours for attending duty is highly objectionable and will amount lack of devotion to duty, thus attracting Rule 3(1)(ii) of the CCS(Conduct) Rules, 1964.

Receipt of this circular may please be acknowledged.


DIRECTOR

Distribution

1. The Head/SIC of all Regional Stations/Research Centres
2. The Head, Division of Crop Protection/ PB & PHT/Social Sciences/Crop Improvement/Crop Production
3. All Sections at CPCRI, Kasaragod
4. The Project Coordinator (Palms), CPCRI, Kasaragod
5. The Programme Coordinator, KVK, CPCRI, Kasaragod/Kayangulam
6. The SIC, PME, CPCRI, Kasaragod
7. The Technical Officer, Library
- ✓ 8. Transparency Officer/Public Information Officer
9. The SAO/SFAO/AAO(Stores/Estt./Bills/Estate CPCRI, Kasaragod
10. PS to Director/PA to Sr. Administrative Officer
11. The Asst. Finance & Accounts Officer, CPCRI, RS, Kayangulam/Vittal
12. The Secretary, IJSC (Staff side) CPCRI, Kasaragod/Hindi Cell

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