

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

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CSIR COMPLEX
PUSA
New Delhi 110012

October 30 , 2014

C I R C U L A R

Sub: Regulation of attendance, punctuality and observance of proper office decorum.

The normal hours of attendance is 9.00 a.m. to 5.30 p.m. and every official is expected to be present in the office and be in his/her seat during prescribed office hours. Fifteen minutes grace time may be allowed in respect of arrival time to cover any unforeseen contingencies. Such late coming(within the grace time) may be condoned unless it becomes a matter of frequent recurrence.

The supervisory Officers should maintain record of the staff working under their direct control and ensure proper punctuality in attendance. Habitual non-observance of scheduled hours for attending office will be dealt under provisions of relevant rules as applicable to Council employees .



(VEENA JAIN)
DEPUTY SECRETARY

Copy to:-

1. Oo DG, CSIR - for information please.
2. Oo JS(Admn), CSIR- for information please.
3. PA to Head, HRDG
4. PA to Director(EC), ESD
5. PA to Head, RAB(Cx).
6. All Divisional/Sectional Heads of CSIR Complex
7. Head, IT(Cx) -- with the request to upload Circular on HRDG website.
8. Security Assistant-
9. All Notice Boards.
10. Office copy.