

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India

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July 20, 2015

OFFICE MEMORANDUM

Sub.: Observance of punctuality in Government Offices

Instructions have been issued from time to time to observe punctuality by all the employees in Government Offices. In accordance with the latest directions of Government of India, Aadhar Enable Biometric Attendance System (AEBAS), has been made operational in NIELIT HQ w.e.f. 01/03/2014.

2. 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 of unbecoming of a Government Servant and disciplinary action may be taken against such a Government servant. It is also added that punctuality in attendance is to be observed by Government servants at all levels.

3. All employees are, therefore, advised to strictly adhere to the office timings, failure to which may entail stringent action, as per rules.



[Janak Raj]
Registrar

To,
All employees in NIELIT HQ

Copy for favour of kind information : Managing Director, NIELIT HQ.