

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY, NIELIT J&K
Department of Electronics & information technology(DeitY)
Ministry of Communications Information Technology, Govt of India
New campus , University of Jammu.

No: 20/2019

Dated: 11.07.2019

Office Order

In compliance to the NIELIT Headquarter office memorandum No: 1(79)/2017-NIELIT/756 dated 09.07.2019 and consolidated instructions contained in the manual of establishment and administration regarding attendance and punctuality in Government Offices.

In this connection, i am directed to convey to all the Regular/Contractual Officials/Officers of NIELIT Jammu centre to adhere Office Timings. As per the instructions of Government of India, AADHAR Enabled Biometric Attendance System (AEBAS) installed at the Reception Counter should be used for marking the attendance of all employees. Every employee should mark his/her attendance as per the timing given below:

Morning : 09:00 AM

Evening : 17:30 PM

The timing for the **lunch break** will be between **13:00 hours to 13:30 hours**. The half an hour time limit for lunch break must be scrupulously observed not only by subordinate staff but also by Supervisory Officers.

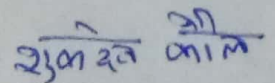
Hence, all employees are hereby informed that office timing should be strictly adhered to. Every employee is expected to be in seat and to start work at the prescribed opening hour. Ten minutes grace time may be allowed in respect of arrival time to cover any unforeseen contingencies. Such late coming (within the grace time) may be condoned, unless it becomes matter of frequent recurrence. It is also informed that as per rules, Half-a- day's casual leave should be debited to the casual leave account of an employee for each late attendance, but late attendance up-to an hour, or not more than two occasions in a month, may be condones, if this is due to unavoidable reasons.

Further attention of all employees is also invited to the office memorandum no: 1(15)/2012-NIELIT-Vol-III/1423 dated 03.10.2018 (para-2) that all the employees in NIELIT Jammu Centre should **not stay back in the office beyond 6:00 PM** without urgent work. Explanation will be sought from such employees who are found staying back later than 06:00 PM in the evening with-out prior permission of competent authority.

Habitual non-observance of scheduled hours for attending office is highly objectionable and will be treated as lack of devotion to duty and may attract disciplinary action under the extend provisions of CCS (CCA) rules 1964.

All employees of NIELIT Jammu Centre are required to mark AADHAR Enabled Biometric Attendance System (AEBAS) installed at the Reception Counter from 15th July 2019. Testing for the same shall be done on 12th July 2019 from 10am to 1pm (however for any query regarding at testing stage by any employee, may contact Sh. Rajneesh Raina Deputy Director (Technical).

Therefore all the staff members working on permanent/contract at NIELIT Jammu Centre are required to maintain punctuality in office attendance.



(Shukdev Kaul)

Deputy Director(P&A)

Copy For Information to:-

1. Sr.Ps to Director In-Charge
2. All staff members (NIELIT, Jammu Centre)
- ✓ 3. Website
4. Hindi Officer for translation in Hindi
5. Notice board