

**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 और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार

Ministry of Electronics and Information Technology, Government of India

Ref. No. 1(79)/2017-NIELIT/756

09/07/2019

**OFFICE MEMORANDUM**

Attention of all NIELIT Centres is solicited to DoPT's OM No. 11013/9/2014-Estt(A-III) dated 01/11/2014 read with DoPT's OM No. 11013/9/2014-Estt.A-III dated 22/06/2011 and consolidated instructions contained in the manual on establishment and administration regarding attendance and punctuality in Government Offices.

2. In continuation, several oral and written instructions have been issued by NIELIT Headquarters as well, from time to time, requesting stringent observance of punctuality **at all levels** in NIELIT with 8½ hours working day, including an obligatory half an hour lunch break.
3. To reiterate, the extant instructions relating to office hours, late attendance, lunch break etc. are as under: -
  - (a) **Responsibility to ensure punctuality with concerned office:** - All Central Government offices, including attached/ subordinate offices are required to ensure punctuality, where responsibility for ensuring punctuality in respect of their employees rests within the offices.
  - (b) **Punctuality implies to be seated and start working at prescribed opening hours:** - 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 a matter of frequent recurrence.
  - (c) **Early leaving is also to be treated in the same manner as late coming.**
  - (d) **Late attendance with permission should cease:** - Half-a-day's casual leave if applied for by a Government servant, may be granted to him/ her and the existing practice of allowing a Government servant to attend office late or to leave early (with permission) should cease.
  - (e) **Late attendance up to an hour can be condoned on not more than two occasions in a month:** - On not more than two occasions in a month, late attendance up to an hour may be condoned by the Competent Authority (only) if this is due to unavoidable reasons.
  - (f) **Lunch interval is dividing line for grant of half-a-day's casual leave:** - A person who takes half-a-day's casual leave for forenoon session is required to come to

office after lunch break. Similarly, if a person takes leave for the afternoon sessions, he can be allowed to leave office at the commencement of the lunch hour.

- (f) **Half-an-hour time limit for lunch break:** - The half an hour time-limit for lunch break should be scrupulously observed not only by the subordinate staff but also by the supervisory officers.
- (g) **Habitual late attendance amounts to lack of devotion to duty:** - Habitual non-observance of scheduled hours for attending office is highly objectionable and will amount to lack of devotion to duty, thus attracting Rule 3(1)(ii) of the CCS(Conduct) Rules, 1964.
- (h) **Late attendance and *dies non*:** - Absence of officials from duty without permission; or when on duty in office, leaving office without proper permission; or while in 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 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.
- (i) **Late attendance and administrative remedies:** - Half-a-day's casual leave should be debited to the casual leave account of a Government servant for each late attendance. Suitable disciplinary action may be taken against the concerned employee in addition to debiting half-a-day's casual leave if he/ she is persistently/ habitually attending late. If an official who has no casual leave to his credit comes late without sufficient justification and the administrative authority concerned is not prepared to condone the late coming but does not, at the same time, propose to take disciplinary action, it may inform the official that it will be treated as unauthorized absence for the day on which he comes late and leave it to the official himself either to face the consequences of such unauthorized absence or to apply for Earned Leave or any other kind of leave due and admissible for the entire day.

3. All NIELIT Centres are requested to adhere to the above-mentioned norms and guidelines for attendance and punctuality on a strict basis.

4. Further, it is also requested to forward a statement of attendance in respect of your centre, based on Adhaar Enabled Biometrics Attendance System (AEBAS), in the format enclosed at Annexure - I, on fortnightly (or once in two weeks) basis, duly signed and stamped by the Head of Office of the concerned centre. The report may be sent on every 16<sup>th</sup> day of the same month & 1<sup>st</sup> day of the immediate next month in respect of the concerned fortnights. Lack of prompt and dutiful reporting of the attendance will be viewed solemnly.

  
(Janak Raj)  
Registrar

To all Executive Director/ Director/ Director In charge, NIELIT Centers

Copy to: -

1. ✓ Webmaster, NIELIT - with a request to update website accordingly
2. Office Order/ Guard File

Copy for information only to: -

1. The Director General, NIELIT
2. CVO, NIELIT

[Format for Forwarding Attendance]

## **ANNEXURE - I**

**REPORT OF SUMMARY OF ATTENDANCE IN NIELIT <CENTRE>**  
**DURING FORTNIGHT FROM <DATE START> TO <DATE END>**

[illegible]