

INDIAN COUNCIL OF MEDICAL RESEARCH

File No.19/31/2021-Admn.I

Dated: 23.12.2024

CIRCULAR

Sub:- Monitoring punctuality/ attendance through Bio-Metric Machine - reg.

In continuation of OM dated 02.07.2024, where in all the regular, project(Non Institutional) and outsourced manpower were enrolled in AEBAS, and their attendance to be marked invariably in Bio-metric Machine.

During the observations of Bio-Matric attendance, the following points are come to notice regarding punctuality and attendance in ICMR Hqrs Office :-

- i. The average in-time for our organization is approximately 9.30 AM, which requires to be 9.00 A.M.
- ii. Several Tour/Leave requests remain pending due to a lack of approval from the Nodal Officers, which should be done timely. Absence during Official tour and other kind of leave should be applied through e-Leave & icmr.attendance.gov.in .
- iii. It has been observed in multiple instances that employees submit the registration form several days after joining. All the staff are directed to ensure biometric activation on the day of their joining and all such requests to be received same day, adhering strictly to the policy of closing these requests promptly.
- iv. It is come to notice during the scrutiny of Bio-Matric attendance some staff remain absent from Office but they did not apply any kind of leave. The Competent Authority has taken serious view in the matter and decided to take appropriate action as per the Rule.

2. All the staff in ICMR, Hqrs. are directed to adhere punctuality in attendance

3. As per extant instructions contained in DOPT OM No. 28034/8/75-Estt(A) dated 04.07.1975; DOPT OM No. 28034/10/75-Estt(A) dated 27.08.1975 and DOPT OM No. 28034/3/82-Ests(A) dated 05.03.1982, half-a-day's Casual Leave (CL) will be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available), disciplinary action may also be initiated against Government servants coming to office habitually late as it amounts to 'misconduct' under the CCS(Conduct) Rules, 1964. Early leaving is also to be treated in the same manner as late coming. The data relating to punctuality and attendance of an employee will also be taken into account, while considering him/her for important assignments, trainings, deputations and transfers/postings.

Signed by

Jagdish Rajesh

Date: 02-01-2025 17:56:54 (Jagdish Rajesh)
Assistant Director General(Admin)

All the staff (Scientists, Officers, Project Investigator and Concerning Division for Project or any other engagements) in ICMR, Hqrs Office.