

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

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OFFICE MEMORANDUM

As per AEBAS-based attendance records of both the regular and contractual employees of NIELIT Headquarters pertaining to January and February, it is observed that employees are generally putting in lesser than 8 hours and 30 minutes of duty in office by either coming later than 09:00 AM and/or leave office before 05:30 PM. Taking an empathetic view on the various reasons/ causes that may not allow the employees to report at dot 09:00 AM, a lenient view is taken on employees reporting on duty on or before 09:30 AM. However, the leniency should not be taken as revision in office timings and the employees are required to offer at least 08 hours and 30 minutes of duty to the organisation everyday, stringently. It is a matter of serious concern as the tendency is causing loss of several valuable man hours to the organization, as well as, disturbing discipline at large. Moreover, attending office for at least 8 hours and 30 minutes/ stringently adhering to office timings is a commitment made by the employees to the organisation at the time of their appointment and therefore any deviation from the commitment amounts to unbecoming of the employee of this organisation.

2. All employees in NIELIT, including all persons engaged on contractual basis directly/ through outsourced manpower agencies, are therefore directed to strictly adhere to the office timings and put in at least 08 hours and 30 minutes of duty in the organisation everyday.

3. A habitual failure to comply with the above instructions may entail disciplinary action, as per rule.


(Janak Raj)
Registrar

P. T. O.