



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा. इ. सू. प्रौ. सं.) शिमला कार्यालय
(हि.प्र.)

National Institute of Electronics and Information Technology (NIELIT), Shimla Centre
(H.P)

PH. No. 0177-2804216, 2650613

No.NIELIT/SML/131/2018/ 8175

03rd Dec,2018

OFFICE ORDER

It has been observed that some of the employees are not adhering to the Office timings. It is also observed that staff members are coming late, leaving Office early without proper authorization. As per the instruction of Government of India, AADHAR Enabled Biometric Attendance System (AEBAS) installed at the Reception counter should be used marking the attendance of all regular/contractual employees. Every employee should mark their attendance as per the timing given below:

Morning: 09:00 Hours

Evening: 17:30 Hours

The timing for the lunch break will be between 13:00 Hours and 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.

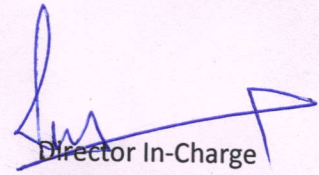
Hence, all employees are hereby informed that Office timing should be strictly adhered to every employee is expected to be in seat and to start work at the prescribed opening hour.^{1/2} Hour grace time may be allowed in respect of arrival time to cover any unforeseen contingencies. Such late coming (within the grace time) may be condoned unless it becomes matter of frequent recurrence. If any employee comes in grace period he should complete 8^{1/2} Hours per day.

Further it also informed that as per rules, Half-a-day's casual leave should be debited to the 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 condoned if this is due to unavoidable reasons. Suitable disciplinary action will be taken against the employee concerned in addition to debiting half-a-day's casual leave if he/she is persistently/habitually attending late/leaving early.

This issue with the approval of Competent Authority.

To

All employees


Director In-Charge
NIELIT Shimla