

No. F.14-1/2020-Pers.(Misc.)  
National Institute of Educational Planning and Administration  
17-B, Sri Aurobindo Marg, New Delhi- 110016

September 7, 2021

CIRCULAR

It has been decided with the approval of the Competent Authority that the attendance registers will be kept open at the Reception Counter for marking attendance between 8:30 AM to 9:15 AM in the morning and 5:15 PM to 6:00 PM in the evening hours.

Apart from, it is also informed that:-

1. In case of late arrival or early departure, an employee will have to take prior permission by intimating the Administrative Officer (I/c) over phone/e-mail/message.
2. Leave, except casual leave, may be availed with prior sanction.
3. During the duty hours, if an employee is absent for a long duration and found strolling outside the office without any genuine reason, he/she will have to give satisfactory explanation for such absence to the immediate Reporting Officer, failing which the same will amount to 'misconduct' as per CCS (Conduct) Rules.

All staff members are advised to strictly abide by the office time for arrival and departure.

This issues with the approval of the Competent Authority.

  
7.9.2021  
(D.S. Thakur)

Administrative Officer (I/c)

Sh. BBJ

CC:

1. PS to the Hon'ble VC
2. PA to the Registrar
3. Finance Officer (I/c)
4. All Section Officers/Incharges/Systems Analyst
- ✓ 5. All Head of Departments
6. Project Management Unit
7. All Notice Boards
8. Master File
9. Office Order File