



TROPICAL FOREST RESEARCH INSTITUTE

उष्णकटिबंधीय वन अनुसंधान संस्थान
(Indian Council of Forestry Research & Education)
(भारतीय वनिकी अनुसंधान एवं शिक्षा परिषद्)
The National Council under the Ministry of Technology, Government of India
P.O. – R.F.R.C., Mandla Road, Jabalpur – 482 021



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Dated ²⁹08.2018

Circular

With a view to improve punctuality and over all working environment, Aadhar Enabled Biometric Attendance System (AEBAS) has been introduced. Adequate number of machines have been installed in entrance hall of the main building with flexi working hours system. Biometric Attendance System is only an enabling platform but no change in office hours and late attendance, etc. The office timings are 9.00 hrs to 17.30 hrs with a lunch break from 13.00 hrs to 13.30 hrs. All officials are required to mark their arrival and departure time in the AEBAS without any exception. However, in case of less than 8.0 average working hours per day there will be deduction of corresponding number of Casual/Earned leave from his/her leave account.

The GoI, O.M. No.11013/9/2014-Estt.A-III dated 22.06.2015, invites attention to the Rule 3(1)(ii) of CCS (Conduct) Rules, 1964 which makes punctuality mandatory for a Government servant at all times. Habitual late attendance is viewed as conduct unbecoming of a Government servant and it attracts disciplinary action against the Government servant.

All the officers and staff are advised to observe the office timing religiously.

This issues with the approval of the competent authority.


Under Secretary

TFRI, Jabalpur