



भाकृअनुप-राष्ट्रीय डेरी अनुसंधान संस्थान(मानद् विश्वविद्यालय)
ICAR-National Dairy Research Institute (Deemed University)

करनाल, हरियाणा (भारत). पिन-132001.

Karnal, Haryana (India). PIN-132001



(स्थापना अनुभाग-एक / Establishment Section-I)

F.No. Misc./Infor/2020/E-I(S)-582-589

Dated: 22/12/2022

सेवा में,

प्रभारी, कम्प्युटर सेंटर,
भाकृअनुप-राडेअनुसं,
करनाल

महोदय,

कृप्या इस पत्र के साथ संलग्न परिपत्र आवश्यक कार्यवाही हेतु देखें।

धन्यवाद।

संलग्न - उपरोक्तनुसार

भवदीय,

सोनिका
22/12/2022

सोनिका यादव

सहा. प्रशा. अधिकारी



भाकृअनुप-राष्ट्रीय डेरी अनुसंधान संस्थान(मानद् विश्वविद्यालय)
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Dated: 22 December, 2022

CIRCULAR

Attention is invited to Council's Office Memorandum F.No. 12-10/2018-Cdn. dated 21st September, 2022 wherein five days working week was implemented in all ICAR Institutes. As per the above said OM, office timings were decided as follows:

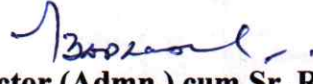
From 9:00 AM to 5.30 PM with half an hour lunch break from 1.00 PM to 1.30 PM.

But, it has been noticed by the Competent Authority that some of the staff are coming late to office and leave early in the evening. Such behaviour reflects indiscipline and insincerity towards work by the employees.

Competent Authority has viewed it seriously and has directed that all staff should be punctual in office timings. They should observe the office hours as per office timings including lunch break. Non-compliance of the same will be treated as lack of devotion to duty and may invite disciplinary action under CCS (CCA) Rules 1965. It is also added that punctuality in attendance is to be observed by the employees at all level.

All Heads of Division/Section Incharges are requested to bring the content of circular to the notice of all the employees working under their control.

This issues with the approval of Competent Authority, ICAR-NDRI, Karnal


Joint Director (Admn.) cum Sr. Registrar

22/12/2022

Distribution:

1. The Director, ICAR-NDRI, Karnal for kind information.
2. The Joint Director (Research), ICAR-NDRI, Karnal.
3. The Joint Director (Academics), ICAR-NDRI, Karnal.
4. The Joint Director (A) cum Sr. Registrar, ICAR-NDRI, Karnal.
5. The Comptroller, ICAR-NDRI, Karnal.
6. The AAO, E-I/E-II/E-III/E-IV/E.V & E-VI, ICAR-NDRI, Karnal.
7. PPS to the Director, ICAR NDRI, Karnal.
8. Incharge Computer Centre to upload the same on Notice Board as well as Institutes Website of ICAR-NDRI, Karnal.