

**C I R C U L A R**

13 AUG 2019

As we know that punctuality at Office/workplace irrespective of various levels in the hierarchy is necessary for smooth functioning of Office and timely disposal of assigned work/duties by all functionaries. On the basis of the defined total hours of duty, a Government servant is paid his/her salary only for the hours he/she puts in Office for attending to his/her assigned duties.

2. Every staff member in ASI is similarly expected to be in his /her seat by 9.30 a.m. unless he/she has prior permission from his competent superiors / Officers for late attendance. Ten minutes grace may be allowed in respect of arrival time to cover any unforeseen contingencies. Staff reaching Office during this period of grace is nevertheless late but such late coming may be condoned unless it becomes a matter of frequent occurrence.

3. However, it has been noticed that despite issuance of several instructions from time to time for observance of punctuality by all, most of the staff members do not observe it. This unpleasant situation has been taken note of and is being viewed seriously by the competent authority. Attention is invited to Rule 3(1) (ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government Servant shall maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against such Government servant. Thus, there is always a need to maintain punctuality in attendance by Government servants at all levels and at all times.

4. In order to ensure punctuality by all staff members in ASI, following instructions are issued for strict compliance:

- (1) All Staff including Officers in ASI Hqrs and ASI Field Offices should mark attendance on the Biometric Attendance System (BAS) without fail. All are expected to be present in their seat by 9.30 a.m. unless an official has prior permission for his/her late attendance on a given, working day. They should perform their duties during Office Hours and beyond Office Hours if warranted, and do not loiter in or outside office without any purpose. The decorum of the Government Office should be maintained at all times.
- (2) Those officers/staff who are not registered on the BAS are directed to register themselves without fail immediately. HOOs concerned shall ensure their registration immediately.
- (3) In the event of any issue for marking attendance through BAS on a given day, attendance shall be marked in the physical Attendance Register to be maintained by Directors/Jt.DGs in ASI Hqrs and by HOOs/Incharge Officers in the field offices. Personal Staff of Senior Officers shall mark in the Register to be maintained by the Office itself, which will be supervised by the Senior Officers on regular basis.
- (4) In case of late coming, without prior intimation and sufficient justification, the Controlling Officer may treat it as absence for half / full day and deduct leave accordingly.
- (5) Attendance in the Biometric Attendance System would be monitored on regular basis and the cases of habitual late comers would be submitted to the appropriate competent authority in respective Offices for necessary administrative action.
- (6) Surprise attendance check shall be undertaken by HOOs/Senior Officers in field Offices/ ASI Hqrs, from time to time.

5. The above standing instructions are being issued for compliance by one and all in ASI in letter and spirit.

  
(Tara Chandar)

Deputy Director (Adm)

To

1. All Staff Members in ASI Hqrs
2. All Officers/Staff in All ASI field Offices
3. All RDs in ASI
4. All HOOs in ASI field Offices.
5. Website Section

Copy for information to:

- (i) PS to DG, ASI
- (ii) PA to ADG (Adm) / Director (Adm)
- (iii) All Jt. DGs/Directors in ASI Hqrs, New Delhi