



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

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CIRCULAR

Sub: Aadhar enabled Biometric System & punctuality of employees/staff.

1. The normal working hours of attendance for NHAHQs office is 09:30 AM to 06:00 PM (Monday to Friday) with half an hour lunch break.
2. However, of late it has been observed that a fair number of officials do not observe punctuality despite issuance of instructions to that effect in the recent past. Moreover, some of the officials are unnecessarily available on their seats for long time beyond office hours without any official work. Half-a-day's casual leave would be debited to the casual leave account of the official for each late attendance, but late attendance up to two hours, on not more than two occasions in a month, may be condoned if this is due to unavoidable circumstances. Appropriate disciplinary action would be taken against the staff concerned in addition to debiting half-a-day's casual leave if he is perpetually attending office late. The case of a staff who leaves office early without permission before the time for closing of office would also be treated as indiscipline and appropriate action under Disciplinary Rules will be taken. It should be ensured inter alia that the prescribed working hours in office are strictly adhered to by one and all and scheduled lunch break shall be observed strictly. Habitual non-observance of scheduled hours for attending office will also be treated as lack of devotion to duty, thus attracting Rule 3, Sub Rule (1) (ii) of the Central Civil Services (Conduct) Rules, 1964.
3. The Competent Authority has also taken a very serious view of the habitual late coming and advised to avoid long lunch breaks beyond scheduled lunch time and sitting in their seats beyond office hours unnecessarily. The Supervisory Officers should keep strict watch over the staff working under their direct control and ensure proper punctuality attendance. Any breach of norms should promptly be reported to their Divisional heads for necessary action.
4. This is for strict adherence by all officers and officials of NHAHQ, controlling officers should invariably initiate disciplinary action against the officers/ officials found violating instructions relating to punctuality in attendance etc. under the extant provisions of CCS (CCA) Rules, 1965.


(Col. S.S. Kapur)
GM (HR/Admn)-I

To

All NHAHQ Officers/Employees