

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001

No.8-6(2)/2014-Security

Dated: 20/01/2016

OFFICE MEMORANDUM

Sub: Implementation of AEBAS in CSIR Hqrs with immediate effect.

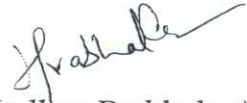
DG, CSIR in view of the AEBAS has approved implementation of flexi-time scheme in CSIR Hqrs (including IPU, TKDL, HRDC, URDIP, HRDG Complex, Science Center Guesthouse and Maharani Bagh Guesthouse) with immediate effect. The scheme envisages the following:

1. All employees need to complete 40 working hours (excluding half an hour for lunch) per week. A cushion of 1 Hr 30 mins for in-time and out-time respectively shall be given to employees.
2. The flexi-time window is as follows :
 - a. Login Time 8.15 AM to 9.45 AM
 - b. Logout Time 4.45 PM to 6.15 PM
 - c. Employees are required to complete 40 working hours (excluding half an hour for lunch) in 5 working days within the proposed time bracket on a weekly basis.
3. In case an employee falls short of completing 40 working hours in a week, half day CL shall be deducted for a shortfall of up to 4 hours and so on. For example if total attendance duration for 1 week is 36 hours Half day CL shall be deducted, if attendance duration is 33 hours then 1 Full day CL shall be deducted and so on. Or else the employee will have to make up for the no. of hours of shortfall in the following month.
4. Employees are required to punch in-time and out time in the AEBAS installed machines within office premises or any other Govt. office in case of meetings/conference outside office and also while going out of office for personal reasons.
5. Monthly reports for AEBAS attendance shall be provided to Section/Division heads by Nodal Officer, AEBAS. The same shall be verified, approved by Section/Division heads and forwarded to Central Office for further necessary action on monthly basis.
6. Necessary efforts shall be made by Nodal Officer, AEBAS to enter required data of reporting/reviewing authorities in AEBAS portal in consultation with NIC for a comprehensive record of attendance.
7. Magnetic cards previously used by employees to punch-in time and out-time henceforth be discontinued. HoDs may devise their own mechanism to monitor attendance in any manner as deemed fit by them.

8. The employees willing to login in earlier then 8.15 AM or leave later than 5.30 PM are free to do so in consultation with respective HODs.
9. The said attendance system in AEBAS is to be implemented in letter and spirit and no employee is exempted from the attendance provisions. In case, if some employees do not punch-in or punch-out the attendance in AEBAS for whatever reasons, then they shall be treated as absent and HODs to report such cases to Central Office for needful action as per rules.

All HODs/section and divisional heads may take necessary action in compliance of the above.

Hindi version of this OM shall follow.


(Madhur Prabhakar)
Section Officer

Copy to:-

1. All HODs
2. US O/o DG, CSIR
3. PA to JS (Admn.), CSIR
4. PA to FA, CSIR, CSIR
5. PA to CVO, CSIR
6. Head IT with the request to host the order on CSIR Web-site
7. Office Copy
8. Guard File

May Please do the needful
Mrs Dolly Chaudhary, Principal sec
VK Aggarwal
20/01/2016