

CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE, JAMMU

No:- I-34011/1/23-COA

Dated:- 08-09-2023

OFFICE MEMORANDUM

In Continuation of previous OM of even no. dated 31-03-2023, it has been noticed that some of the staff members are misusing the flexibility given for Log in and Log out times. This creates indiscipline and affects punctuality. Therefore, the Director, CSIR-IIIM, Jammu has been constrained to revise the guidelines as under:-

1. It is mandatory for every employee/officer to mark his or her presence in AEBAS daily basis. Any employee/officer not registered on AEBAS till date with render himself liable for violation of conduct rules and shall be proceeded against appropriately. One time opportunity is extended to all such employees to register themselves on AEBAS by 12th September, 2023 failing which appropriate action shall be taken against them.
2. There shall no longer be flexible timings and the office timings as below shall be strictly adhere to:-

Log in time: 8:45 AM to 9:15 AM

Log out time: 5:15 PM to 5:45 PM

Any employee who fails to complete 40 working hours (excluding lunch time) in a week will render himself liable for action as provided under relevant rules.

3. The Divisional/Sectional movement registers shall be properly maintained and the respective HODs shall be responsible for ensuring that these registers are checked from time to time and are being properly maintained.

All staff members are expected to follow the above directions religiously and cooperation of all is solicited for maintaining punctuality and discipline in office at all times.



(Vikram Singh)

Sr. Controller of Administration

Copy to:-

1. All Staff/students by e-mail.
2. Head IT for uploading on intranet/website.