

केन्द्रीय कपास अनुसंधान संस्थान, नागपुर

F.No. Admn./Misc./Maintaining Lunch Time/2013

Dated 26th October, 2013

CIRCULAR

It has been observed by the Competent Authority that some of the staff are not maintaining their lunch time from 1.00 PM to 1.30 PM properly in the office which is unbecoming on the part of employee of ICAR and also attract suitable action for not following lunch time strictly which has been viewed seriously.

It is also stated that persons violating proper decorum during lunch break will be liable to disciplinary action. Instructions also exist to the effect that the Half Hour limit for lunch break must be scrupulously observed not only by subordinate staff but also by the supervisory officers and that periodic, surprise checks should be made to ensure that this limit is not exceeded by any one.

In view of above, all Officers /Officials and also contractual staffs i.e RA/SRF/JRF/PA etc. who are habitual in not maintaining lunch time properly in this office are hereby instructed to maintain their lunch time strictly, in future.

All the Heads/Section Incharge/PI, are requested that the content of this Circular may be brought to the notice of all concerned staff under their administrative control.

This issues with the approval of the Director.

Sd/-

(Sachin Agnihotri)
Senior Administrative Officer

Distribution :

1. All the Officers and Staff including contractual staffs i.e RA/SRF/JRF/PA etc., working at CICR Headquarters, Nagpur for strict compliance.
2. The Head, Division of Crop Protection, CICR, Nagpur.
3. The Head, Division of Crop Production, CICR, Nagpur.
4. The I/c Head, Division of Crop Improvement, CICR, Nagpur.
5. I/c, Biotechnology Section/ KVK / RCM / Library / Hindi Cell / ME Cell / TMC Cell / ARIS Cell / Farm Section / Works, CICR, Nagpur.
6. The Project Coordinator & Head, CICR Regional Station Coimbatore for follow-up action at their level.
7. The Head, CICR Regional Station, Sirsa for follow-up action at their level.
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9. The Drawing & Disbursing Officer, CICR, Nagpur.
10. The In-charge, ARIS Cell for uploading on Institute's website.
11. The P. S. to Director, CICR, Nagpur for information.
12. Notice Board.