



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION  
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## Circular

It has been observed that some of the staff members are habitually coming late to the office and some are leaving the office before office hours which has been viewed seriously by the Competent Authority. All Head of Divisions/ Incharge of Sections/AAOs/ OICs of the Regional Centres must ensure that the staff working under them should report to duty on time in order to maintain punctuality, discipline and proper decorum in the working system of the Institute.

It is also mandatory to all the officers and staff to wear an official ID Card during the duty hours.

These orders are strictly adhered to.

(K.L.Meena)  
Chief Admn. Officer (S.G.)

### Distribution:

1. Director / Joint Director Cell.
2. Head of Divisions, Incharges of Section/Units & Cells
3. Officer Incharges of the Regional Centres
4. AO / All AAOs / AFAO
5. staff.all@cife.edu.in
6. Secretary IJSC
7. Guard File