



**ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION**  
(Deemed University)  
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Dated 28<sup>th</sup> January, 2022

**CIRCULAR**

It has been observed that some of the Officials & Staff including contractual staffs are habitually coming late to the office which has been viewed seriously by the Competent Authority.

All the Scientific/ Technical/ Administrative/ Supporting Staff must ensure that they are attending the office by sharp 10.00 a.m. in order to maintain punctuality, discipline and proper decorum in the working system of the Institute. All should be available in their respective places of work and the lunch time is only between 1.00 - 1.30 p.m.

In case if the punctuality attendance is not maintained, suitable disciplinary action will be initiated against him/ her as per the CCS Conduct Rules.

All Head of Divisions/ Section Incharges are requested to ensure that the punctuality of all staff including all contractual staffs are maintained in their respective Division/ Section/ Unit/ Cell to realize the value of discipline and proper behavior in the working of the Institute.

These orders are for strict compliance.

This issues with the approval of the Director.

**(B. L. Kokkula)**  
**Sr. Administrative Officer**

**Distribution:**

1. Director Cell/ Joint Director Cell.
2. All Head of Divisions/ Incharges/ Sections/ Units/ Cells.
3. Officer Incharges of all Regional Centres of CIFE.
4. CAO (SG)/ SAO/ AO/ F&AO/ All AAOs/ AF&AO.
5. [Staff.all@cife.edu.in](mailto:Staff.all@cife.edu.in)
6. Secretary, IJSC.
7. [webmaster@cife.edu.n](mailto:webmaster@cife.edu.n)