



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
Panch Marg, Off Yari Road, Versova,
Andheri (West), Mumbai-400061



F.No.11(9)2016/Admn./

Dated 19th October 2016

CIRCULAR

It is observed that some of the staff members are habitually coming late to the office and some are leaving the office in between the office hours which has been viewed seriously by the Competent Authority. All Head of Divisions / Incharge of Sections / AAOs 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.

Practices like very early attendance and late coming, late going by other staff must be stopped immediately. As per earlier circular 9.00 a.m. to 6.00 p.m. timing may be adhered to, unless extremely necessary and with prior approval of the Controlling Officer.

The report of each month must be invariably submitted to Director, CIFE regularly with justification latest by 5th of every month.


(Mahesh B. Khubdikar)
Sr. Administrative Officer

Distribution :

1. All Head of Divisions & Incharge of Sections, CIFE, Mumbai
2. Officer Incharge of CIFE Centres
3. PS to Director, CIFE, Mumbai
4. Chief F & A O / A.A.Os, CIFE, Mumbai
5. Secretary, IJSC, CIFE, Mumbai
6. staff.hq@cife.edu.in
7. Guard File