



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

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F.No. 11(09)/2016/Admn.

Dated : 11th July, .2019

CIRCULAR

In a surprise inspection conducted by the Director on 04.07.2019, the Director has observed the following:-

1. In some places, the staff were not found on their seats. They had either not arrived or they had left the seat immediately after arrival.
2. The lights and fans were on when the staff are not on their seats.
3. ACs were found on and nobody was inside the room.
4. It was also noted that ACs are being used only for contractual workers and some were found idling their time on their mobiles.

These observations were viewed seriously. Late coming to the office and leaving the work placed other than for tea, lunch, etc. is not a healthy practice. The time spent in the canteen appears to be high. Loitering around, gossiping, chit-chatting at common places like verandahs, canteen, IJSC/Society room etc. is not good practice and is not expected of a responsible employee of this Institute.

All staff are therefore, asked to observe punctuality and discipline and maintain proper decorum expected of a Government employee. It is also informed to all that whenever a person is not on the seat, electrical uses may be regulated / avoided so as to save energy. The controlling officers are requested to ensure that staff and the contractual labour and the others working under them in the Institute may be directed to maintain discipline, punctuality and decorum during office hours so as to enhance the efficiency and maintain the reputation of this esteemed University.


Sr. Administrative Officer

To

All staff at CIFE, through the Controlling Officers.

- Copy to :-
1. Director's Cell,
 2. All HODs, OICs Regional Centre (Kolkata/Powerkheda/Kakinada/Rohtak/Motipur) / OIC, HR.
 3. CF&AO/FAO/ All AAOs/ AFAO
 4. Secretary, IJSC
 5. staff.hq@cife.edu.in
 6. webmaster@cife.edu.in
 6. Guard file.