



F. No.-AIIMS-RISHI/203/2026/1281

Date: 10.07.2026

Office Memorandum

Sub: Observance of punctuality in the institute

Attention is invited to Office Order No. AIIMS-RISHI/201/0.0./084 dated 30.09.2022, vide which working hours of employees serving in Administrative Section/ Hospital Section except Emergency, OT, ICUs, OPD Counter & Shift Duty staff were prescribed as under:

Timing for the employees working in Hospital Section except 'Emergency, OT, ICUs, OPD Counter, Registration Counter & Shift duty staff'		
	Days	Time
1	Monday to Friday	09:00 A.M. to 05:00 P.M.
2	Saturday	09:00 A.M. to 01:00 P.M.
Timing for the employees working in Administrative Section		
	Days	Time
1	Monday to Friday	09:30 A.M. to 05:30 P.M.
2	Saturday	09:30 A.M. to 01:30 P.M.

* All academic programs will be scheduled between 8 – 9 A.M.

2. However, it has been observed that despite repeated instructions and existing guidelines, some employees are not adhering to the prescribed office timings and are failing to maintain the required standards of punctuality. Instances of late reporting, early leaving, and irregular attendance have been noticed, which adversely affect administrative efficiency and overall functioning of the Institute. Such lapses in punctuality have been viewed seriously by the Competent Authority.

3. In this connection, attention is invited to Rule 3(1)(ii) of Central Civil Services (Conduct) Rules, 1964, which stipulates that every Government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a government servant and disciplinary action may be taken against such government servant.

4. It is reiterated that:

- Attendance shall be marked daily at the time of reporting and leaving duty through the biometric system.
- Late attendance and early leaving shall be viewed seriously.
- Half-a-day's Casual Leave (CL) should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the Head of Department/ Reporting Officer in accordance with extant instructions contained in DOPT OM No. 28034/8/75-Estt(A) dated 04.07.1975; DOPT OM No. 28034/10/75-Estt(A) dated 27.08.1975 and DOPT OM No. 28034/3/82-Ests(A) dated 05.03.1982.

Contd...2/-

- Habitual late attendance, early leaving, or failure to mark biometric attendance will attract **debit of Casual Leave/Earned Leave (if no CL is available)**, as stated above, and may also result in initiation of **disciplinary action under the Central Civil Services (Classification, Control & Appeal) Rules, 1965**, in accordance with extant DoPT instructions.

5. In view of the above, all officials and employees of the institute are hereby **directed to strictly adhere to the prescribed office/hospital duty timings**. Any deviation from the prescribed office timings and attendance norms shall be dealt with strictly as per rules.

This issues with the approval of the Competent Authority, AIIMS Rishikesh.

(Subhash Chauhan)

Administrative Officer (Officiating)

Copy to:-

1. PPS to Executive Director
2. PS to Dean (A)/ Dy. Director (Admin.)/SE /MS/ FA
3. PA to Principal, College of Nursing
4. Registrar/ CNO/ SAO/F&CAO
5. Sr. Librarian/ PRO/ Law Officer/Accounts Officer
6. All HODs/ In-Charge
7. All Officials
8. IT Cell to upload on the Institute's Website
9. Guard File/ Notice Board