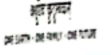


Ph: 08551-286441



भारत सरकार
Government of India
कृषि एवं किसान कल्याण मंत्रालय
Ministry of Agriculture and Farmers Welfare
कृषि एवं किसान कल्याण विभाग
Department of Agriculture and Farmers Welfare
दक्षिणी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान,
Southern Region Farm Machinery Training & Testing Institute
ट्रैक्टर नगर, गार्लदिन्ने, जि. अनंतपुर (आं. प्र.)
Tractor Nagar, Garladinne, District: Anantapur (A.P.)- 515731
An I.S.O. 9001- 2015 Certified Institute

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File No. 6-1/2022-Misc

Dated: 06th Sep, 2023**CIRCULAR**

Reference is invited to Circulars dated 15.03.2023 and 08.08.2023 regarding adherence with the official timings and punctuality. However, it is observed that still some officials are not complying with the aforesaid circulars. It is also noticed that some officials are habitually coming late to office.

2. In this regard, all Officers/officials are hereby again directed to ensure attendance in the office at **08:30 AM to 05:30 PM**. All sectional Heads shall monitor the arrival/departure of their subordinates and instruct them accordingly.

3. Late attendance and/or early departure shall be dealt with strict action and leave kind due shall be debited for the same. Disciplinary action in accordance with the extant rules shall also be taken against habitual late comers.

4. This issues with the approval of the Competent Authority for strict compliance.




06/09/2023
(ROHIT SHRIVASTAVA)
Administrative Officer
For DIRECTOR

Distribution :

1. All Officers (SAE (K)/AE (C)/AE (P)/AE (V) Farm Supdt/AO/JTO/OS)
2. All Sections (Admn/Trg/Testing/Farm/Engg stores/Estate)
3. Hindi section – For rendering in Hindi version.
4. PA to Director for kind information of Director

दक्षिणी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान, ट्रैक्टर नगर, गार्लदिन्ने, जि. अनंतपुर (आं. प्र.)