



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, सैफाबाद, हैदराबाद - ५०० ००४

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE,
SAIFABAD, HYDERABAD - 500 004.



No.DG/RCB&KI/Hyd/Admn/I-9/Guard File/2024/

dt.06.09.2024

CIRCULAR

As per Headquarters instructions, the Director General accorded to follow the working hours of 5 days a week and instructed to all staff of RCBKI Hyderabad as detailed below :

1. The hours of attendance in RCB&KI, Hyderabad are from 9.15 AM to 5.45 PM except on Saturdays and Sundays on which days the office will remain closed.
2. Normally the members of the office are allowed thirty minutes between 1.00 PM and 2.00 PM for having their lunch and Assistant Audit Officers of the Section should ensure that in no case a member in the section avails of the lunch break exceeding thirty minutes.
3. Strict punctuality is expected of all members of the office, who should be in their places and ready to begin their work by 9.15 A.M. The attendance register kept in each section should be signed in the appropriate column by each member of the staff as and when he/she arrives.
4. The Asst. Audit Officer should close the attendance register promptly at 10 minutes past the prescribed time (i.e., 9.25 A.M) and submit the register to the Branch Officer after marking a circle in red ink against the names of those who had not come by that time.
5. The late comers should be asked to initial indicating the time of arrival in the Branch Officers room where the attendance register would be available after 9.25 A.M.
6. The Branch Officers should ensure that all the attendance registers reach them from the respective sections well in time.
7. Half a day's Casual Leave should be debited to the C.L account of a Government Servant for each late attendance, but late attendance up to an hour on not more than 2 occasions in a month, may be condoned by an authority competent to grant C.L., if he is satisfied that this is due to unavoidable reasons.

(Authority: Headquarters' Circular No.30-Staff Entt-II/2024 issued vide letter No. 55-Staff Entt-II/53-2024 date 05.09.2024)

This issues with the approval of the Director General.

J. Krishnanna Raju
Senior Audit Officer (Admn) 6/9/24