भा.कृ.अनु.प.- राष्ट्रीय समेकित नाशीजीव प्रबंधन अनुसंधान संस्थान
राजपुर खुर्द, पी.ओ- मैदान गढ़ी, नई दिल्ली-110068
National Research Institute for Integrated Pest Management
Rajpur Khurd, P.O Maidan Garhi, New Delhi-110 068
E-Mail: hoa.ncipm@icar.gov.in Website : director.ncipm@icar.gov.in

F.No. 8(36)/2024/Estt./IPM Dated 08th September, 2026

CIRCULAR/परिपत्र

Subject: Strict Compliance with AEBAS/Face Authentication Attendance, Office Timings and Punctuality – reg.

With reference to the **ICAR Circular F. No. 6(4)/2021-ICT Unit (Comp. No. 164120) dated 06.08.2026** on the subject cited above, wherein all ICAR Institutes have been directed to ensure strict compliance with the prescribed AEBAS/Face Authentication attendance guidelines, it is further informed that the Nodal Department is planning to integrate AEBAS with **eHRMS 2.0**.

In compliance with the above directions, all Officers and Employees of **ICAR-NRIIPM, New Delhi** are hereby directed to strictly adhere to the prescribed office timings and mandatorily mark their attendance through the **AEBAS/Face Authentication system** at the time of entry into and exit from the office premises on every working day. The attendance and punctuality of all Officers and Employees shall be monitored on a daily basis by the **Director**.

It is further directed that any Officer or Employee reports for duty **after 9:00 AM for three days,** he/she shall be required to apply for **Half-Day Casual Leave (CL)** and any Officer or Employee reporting for duty **after 9:30 AM** shall be required to apply for **Half-Day Casual Leave (CL)** for the first half of the day as per the applicable rules. Similarly, any Officer or Employee leaving the Institute **after lunch without completing the prescribed working hours** shall be required to apply for **Half-Day Casual Leave (CL)** for the second half of the day, as per the applicable rules.

All concerned are, therefore, directed to **strictly comply with the above instructions with immediate effect**.

This issues with the **approval of the Competent Authority**.

8/9/26

(जसवंत कुमार)
वरिष्ठ प्रशासनिक अधिकारी

वितरण:-

1. All Staffs of ICAR-NRIIPM, New Delhi.
2. I/C AKMU with request that the same may be upload on Institute website.
3. PPS to Director, ICAR-NRIIPM for information