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F.No. Misc-359(1)/2019-CAO /1337

9<sup>th</sup> August, 2021

### **OFFICE ORDER**

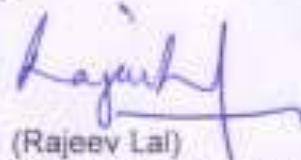
It has been noticed that Contractual Staffs deployed in different Divisions / Projects / Units of the Institute, after marking their attendance in the centrally maintained Attendance Register, report late to their respective place of work. Sometimes they leave office early without informing their respective in-charges.

In order to regulate their attendance, it is now provided that after marking their attendance in the centrally maintained Attendance Register, Contractual staff working in different Divisions and Projects would additionally mark their attendance at their place of duty with the respective HoDs / PIs / In-Charges.

The Head of Divisions / In-Charges/ PIs shall strictly monitor the Attendance Register of such Contractual Staff working with them and send their attendance summary in the format **Annexure – 1**, on last date of every month for compiling and finalizing the attendance sheet.

Additionally, attendance summary of regular staff members may also be forwarded in the format **Annexure – 2**, by respective Heads of Divisions / Sections / Projects, for tallying with FMS-MIS records and release of monthly salary.

This is issued with the approval of the Competent Authority.

  
(Rajeev Lal)

Joint Director (Admn.)-cum-Registrar

#### **Distribution :**

- 1) All Heads of Divisions / Section-In-Charges / PIs at ICAR-CIFRI, Barrackpore for information and circulation among the Contractual Staff working with them.
- 2) Shri S. K. Sahu, In-Charge, AKMU Cell for uploading in the Institute website.
- 3) The ACTO to the Director, for kind information of the Director
- 4) Notice Board

# ICAR-CIFRI, BARRACKPORE

Month :

ANNEXURE – 1  
(For Contractual Staff)

Name of Division/Section/Cell :

Days in month :

Sl No.	Name & Designation	No. of Present days in Office	No. of Absent days (With Date)	No. of days on Office tour (With Date)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

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Signature of HoD/HoRC/Scientist In-charge/Section In-charge

## ICAR-CIFRI, BARRACKPORE

Month :

Name of Division/Section/Cell :

Days in month :

Working Days :

ANNEXURE – 2  
(For Regular Staff)

Sl No.	Name & Designation	No. of Present days in Office	No. of Absent days (With Date)	No. of days on Office tour (With Date)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

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Signature of HoD/HoRC/Scientist In-charge/Section In-charge