



No. ICAI/HRD(P)/9/2015

27th February, 2015

C I R C U L A R

To,

All employees of the Institute

In partial modification of the Office Circular No.ICAI/HRDP&A/CIR/18/2000 dated 14.10.2000 a system of flexible arrival time will come into effect in the Institute, subject to the following conditions:

- (a) A period of maximum 45 minutes i.e. upto 10.00 A.M. for Class IV employees and upto 10.30 A.M. for others will be allowed in the morning on all working days with the condition that the difference in arrival time shall be compensated by the employee(s) by working late in the office for at least the same amount of time, in the evening, on the same day itself.
- (b) This facility shall be available for not more than 5 occasions in a month and beyond these five occasions, half day leave shall be deducted for every instance of late arrival.
- (c) The facility shall be made effective from 1st March 2015 uniformly.
- (d) The past practices of late arrival and early departure shall be discontinued.
- (e) The past practice of condoning late arrival/early departure of the employees by their Departmental Heads shall be done away with and the practice of submitting Form No. 4 (Permission for official tour/on duty) shall only be continued in future.

In other words, the past practice of submitting other existing forms viz. Form No. 1 (Regularisation of Manual Attendance recorded in HRD (P), Form No. 2 (Condonation of late arrival and/or early departure) and Form No. 3 (Prior Permission for late arrival/early departure) shall be dispensed away with and Form No. 4 shall henceforth be renamed as Form 1- Permission for official tour/on duty.



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

- (f) Each late arrival not covered in above guidelines shall be liable for deduction of ½ day casual leave or earned leave, as the case may be.
- (g) The bus timings shall remain unchanged.

(S.K. Garg)
Joint Secretary- HRD (P)

For information to:

1. *All Council Members*
2. *Chairmen of all Regional Councils*
3. *President's / Vice – President's / Acting Secretary's Secretariat*
4. *All heads of Departments/Secretaries to Committees*
5. *Heads of all Decentralised offices with a request to prominently display the Circular on the respective notice Board & inform members of Regional Councils & Branches*
6. *EDP Section: for hosting on Intranet*