

FRAGRANCE AND FLAVOUR DEVELOPMENT CENTRE, KANNAUJ

NORMS FOR THE DISCHARGE OF FUNCTIONS

(Under Section 4 (1) (b) (iv) of Right to Information Act 2005)

In the Personnel Policy Manual of FFDC, Kannauj the norms for discharge of functions that have to be followed are prescribed. Important norms are as under.

- (i) The working hours of the institute are 9:30 AM to 6:00 PM.
- (ii) The institute remains closed on all Saturday and Sunday and other declared holidays.
- (iii) All the employees are expected to in his/her seat and to start work in time unless he/she has previously obtained permission for late attendance.
- (iv) All the employees have to register their attendance through aadhar enabled biometric machine installed both for incoming and outgoing.
- (v) Strict measures are to be taken by the Administrative Authority for enforcement of punctuality.
- (vi) 30 minutes lunch break must be strictly observed.
- (vii) A list of addresses of all the employees is maintained by the Administration.
- (viii) Every employee is responsible for the work assigned to him/her and official papers & articles belonging to the Office which are entrusted for official purpose.
- (ix) Employees are expected to exercise the same vigilance in reduction of expenditure as his/her own money.
- (x) Employees should render prompt and courteous service to the public.
- (xi) Employees are to maintain absolute integrity at all times.
- (xii) Employees should act in accordance with the Society and Government Rules & Regulation and Polices.
