


# NOTICE : 2/2013

## POLICY REGARDING ABSENCE DURING DUTY HOURS

1. The case regarding absence during duty hours was discussed in detail in Local Managing Committee Meeting held on 22 Dec 12. After considerable discussion on the Pros and Cons, the chairman directed that each staff be permitted maximum upto 4 hours absence in a month on any two occasions.
2. Absence more than 4 hours or more than two occasions in a month will be treated as unauthorized absence and regularized accordingly. Any staff going out during duty hours should be in possession of proper out pass duly signed by the concerned HOD/Sec I/C. Out/In punch on Bio-metric system is also compulsory for the absence during duty hours as the timings for the same will be monitored through Bio-metric system and Main Gate In/Out Register.
3. The above policy will be applicable wef 01 Jan 2013.
4. For information and strict compliance of all concerned.

Director  09/1/13

Date : 09 Jan 13

Distribution: -

Please see reverse

  
(S Karodpati)  
Lt Col (Retd)  
Offg Joint Director  
For Director