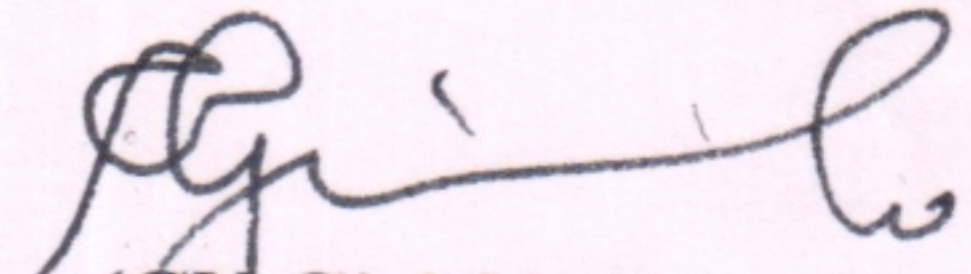


**DIRECTOR'S SECRETARIAT****INTER OFFICE NOTE****POLICY REGARDING ABSENCE DURING  
DUTY HOURS**

1. Please refer to Dir's Sectt Notice No 2/2013 dated 09 Jan 13.
2. As per notice referred at Para 1 above, staff were permitted upto 4 hrs absence in a particular month on any two occasions. However, it is observed with concern that some of the staff members are taking undue advantage of the given privilege.
3. In view of above, all HsOD/Section ICs are requested to control on the unauthorized absence of the staff of your respective Dept/Section, failing which the absence of the concerned staff will be regularized as per laid down policy of the institute.
4. To monitor the absence of staff during duty hrs, all HsOD/Section ICs are requested to forward a consolidated list of their staff who are going out during duty hours as per the following format so as to reach this office by 5<sup>th</sup> of every month. In the absence of list of any dept, the complete absence period during duty hours of the staff of that particulars dept will be treated as unauthorized absence and regularized as per laid down policy on the same:-

Ser No	Name of Staff	Date	Time Out	Time In	Total Time	Reason in brief

5. For information and strict compliance of all concerned.



(CN Girish)

Col

Joint Director

For Director

**Distribution:-**

Please see on reverse.