

# NOTICE : 65/2012



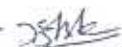


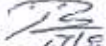

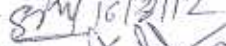

## LATE ARRIVAL OF STAFF AND ABSENCE DURING DUTY HOURS











1. On checking of late report and main gate in/out register of staff, it has come to the notice that a large No of employees are regularly coming late on duty and also going out during duty hrs without taking proper permission/outpass, whereas, clear instructions on the subject have already been issued several times.
2. From the above irregularities of staff during duty hrs, it is revealed that HsOD and Section I/Cs have no control on their staff or they are unaware of the activities of their staff during the duty time.
3. It is also noticed that some staff are going out to have lunch and taking 1-2 hrs time for the same as a routine. Whereas, as per Institute's policy lunch time is only 45 minutes between 1330 hrs to 1430 hrs and the same time is required to be followed strictly.
4. In addition to the above, a large No of staff members are being noticed in the Cafeteria for having tea etc during college working hours (i.e from 0900 hrs to 1630 hrs) which is not permissible. As per Institute's policy the 'Tea Break' is of 15 minutes between 1100 hrs to 1300 hrs and the same time to be followed strictly.
5. Keeping in view of above, HsOD and section I/Cs are required to keep watch on their staff to avoid above mentioned anomalies.

  
(CN Girish)  
Col  
Joint Director  
For Director

Date : 14 Aug 12

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