

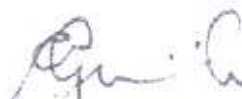
NOTICE : 65/2012

LATE ARRIVAL OF STAFF AND
ABSENCE DURING DUTY HOURS

1. Further to this office Notice No 65/2012 dated 14 Aug 12.
2. Tea Break Time as mentioned at Para 4 of the Notice under reference may please be amended as under:-
 - (a) For. - 1100 hrs to 1300 hrs
 - (b) Read. - 1100 hrs to 1130 hrs
3. Keeping in view the points mentioned in the Notice under reference, HsOD and Section I/Cs are required to submit a monthly report alongwith their recommendations as under so as to reach the undersigned by 05th of every month:-

Sr No	Name of Employee	Date	Reason for going out of campus	Out Time	In Time	Whether Personal/ Official

4. Please also note that if any staff going out on official work during college working hrs, he/she has to get out pass form filled and signed by the respective HOD or Section I/C and required to be deposited with the security staff at main gate. In the absence of out pass form, the absence during duty hrs will be treated as unauthorized absence and regularized accordingly. Specimen format of out pass form has already been given to all concerned vide this office ION No AIT/0058/Lve/Adm dated 09 Dec 11.



(CN Girish)

Col

Joint Director

For Director

Date : 17 Aug 12

Distribution:-

Director
Principal

for info please

HOD- Mech

HOD - E & TC

HOD - ASGE

HOD- Comp

HOD- IT

Registrar

Wksp Supdt

Central Stores

Accounts Section

Library

MT Section

Maint Section

Exch

Rector

Warden NBH-I

Warden NBH-II

Office Copy