

## NOTICE – 72/2011

### RULING ON SUBMISSION OF LEAVE APPLICATION AND LATE ARRIVAL OF STAFF ON DUTY

1. Further to this office Notice No 72 dated 30 Aug 2008 (copy already given to all who were on AIT's roll at that time).
2. In Para 3(g) of the aforementioned notice, a privilege was given to staff and allowed to come late on duty up to one hour due to unavoidable circumstances. However, some staff members are taking undue advantage and treating this facility as their authorized quota of coming late on duty up to three times in a month without prior intimation to the authority.
3. Henceforth, above privilege is withdrawn and re-granted as under:-
  - (a) Due to unavoidable circumstances, if an individual is reporting late for duty, he/she may be permitted to come late up to one hour (i.e. up to 1000 hour) only once in a month.
  - (b) If in case any staff member reports for duty between 0930 hour and before 1000 hour on two occasions including Para 3 (a) above, he/she will be treated as having availed 01 day EL for every 02 days of reporting late.
  - (c) Reporting of late arrival (after 0930 hour) on duty on telephone is mandatory, failing which full day absence will be marked on muster. Please note that reporting late arrival on telephone will not entail any concession with regards to aforesaid policy.
  - (d) In case any staff member is unable to come on duty due to unavoidable circumstances, he/she is required to inform the same to respective HOD/Branch Head and concerned authority in Registrar Office/Main Office before 0930 hour. Failing which his/her absence will be treated as unauthorized absence and no pay and allowances will be payable for this absence.
  - (e) Early exit from duty i.e. before 1630 hour/1645 hour will also be regularized as per aforementioned procedure.
  - (f) If thumb impression of any staff does not match on bio-metric machine, he/she must immediately report the same to the concerned staff at Main Office. The time of reporting to office will be recorded for his/her arrival/departure from duty. If staff member failed to do so, his/her ½ day CL will be deducted for each not punch on bio-metric machine.

(g) Less working hours due to late arrival on duty/early departure/absence during duty hours will be regularized by deducting leave from leave quota of the concerned staff.

(h) Lunch time will be of only 45 mins, staff members going out of AIT gate must be back on duty within this period. Irregular/unauthorized absence during lunch break will also be treated ½ day/full day CL/EL/PL depending on the period of absence.

4. It is also observed with concern that some staff do not submit leave application in time to regularize leave already availed without prior sanction. In few cases, the staff had to be requisitioned to submit leave application to regularize the leave already availed. In many cases application is received as late as one month or more for regularization.


5. In view of the above, all are advised to get their leave regularized **within 48 hours** of rejoining after having availed leave without prior sanction. If the leave is not regularized within 48 hours of rejoining, the leave availed will be treated as "Leave without pay" and regularized accordingly.

6. The above policy will be adhered to with letter and spirit. No representation will be entertained to waive off the above policy.

7. For information and strict compliance of all concerned.

Case File No : AIT/0075/Notice/Adm

Dated : 07 Dec 2011

  
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(VB Shrikhande)  
Colonel  
Joint Director  
For Director

Distribution

Please see on reverse.