

## NOTICE : 76

### RULING ON LATE ARRIVAL OF STAFF ON DUTY

1. Further to this office Notice No 72 dated 30 Aug 08 and HOD's Conference dated 05 Sep 08.
2. The following amendments may please be carried out to the above mentioned notice and conveyed to all staff members/faculty of respective depts.

For Para 3 (a) Signing of muster roll/ register or endorsing individual reporting to duty at the Bio-metric machine will be allowed **up to five minutes** after the commencement of their duty hour.

Read Para 3 (a) Signing of muster roll/ register or endorsing individual reporting to duty at the Bio-metric machine will be allowed **up to ten minutes** after the commencement of their duty hour.

3. Henceforth, the Office Superintendent shall scrutinize the Late Report (for the previous month) by first week of every month and forward names of late arrivals to the concerned depts. Subsequently, the dept heads will forward the recommended list (duly signed) to the Main Office for further necessary action as applicable to each individual by 10<sup>th</sup> of every month.

4. For info and strict compliance of all concerned.

  
(VP Shinde)  
Colonel  
Joint Director

Date : 12 Sep 08

#### Distribution:-

Director }  
Principal } for info please

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HOD- Comp  
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