

17

DIRECTOR'S SECRETARIAT

NOTICE : 53/2014

POLICY REGARDING
ABSENCE DURING DUTY/ WORKING HOURS

1. Further to this office Notice No 2/2013 dated 09 January 2013.
2. The policy regarding absence during duty hours specifies that each member of the staff is permitted absence for up to two occasions, totalling to maximum of four hours. This is also the essence of the directions of the Chairman, AIT, during the LMC held on 22 December 2014.
3. It is observed that certain members are utilising this provision for being absent during duty / working hours on personal work, up to 4 hours on one occasion. This is contrary to the laid down policy.
4. Any member of the staff who is absent for more than two hours on duty/ working hours due to personal reasons, is required to put in his application for half day / full day leave, depending on the duration of planned absence. The Head of the Branch / Department may please monitor this aspect, when granting the privilege.

File No: AIT/0075/Notice/Adm

Date : 25 Aug 14

Distribution: -

Director }
Principal } For info please.

HOD- Mech
HOD- Comp
HOD- IT
HOD - E & TC
HOD - ASGE
Registrar
Wksp Supdt
Placement Cell
Project Office
Central Stores
Rector

Warden NBH- I
Warden NBH -II
Warden GH
Maint I/C
I/C Library
Adm JCO
Accounts Section
Exch
MT Section
I/C Website

Ms. Jats. T → was sig


(K. E. Vijayan)
Colonel(Retd)
Joint Director
For Director