

DIRECTOR'S SECRETARIAT

101

NOTICE: 37/2016

OUT PASS FOR PERSONAL WORK DURING DUTY HOURS

1. Please refer to the following:-
 - (a) Notice No 65/2012 dated 14 Aug 2012
 - (b) Notice No 66/2012 dated 17 Aug 2012
 - (c) Notice No 02/2013 dated 09 Jan 2013
 - (d) ION No AIT/0058/Lve/Adm dated 21 Mar 2013
 - (e) Notice No 53/2014 dated 25 Aug 2014
2. It is noticed that staff who are going out during duty hours are using Out Pass form which is framed for official duty. A sample out Pass form for going out during duty hours for personal reasons is enclosed herewith for use by the staff in future.
3. Some staff members who are going out during duty hours are getting signature on out pass form from other fellow staff members instead of concerned HoD, which is not acceptable. If concerned HoD/Sec I/C is present, no other staff member is authorized to sign on Out Pass form.
4. For going out of AIT during duty hours for official as well as personal work, out pass needs to be duly signed by concerned HoD. Token needs to be obtained from the Reception after punch out on biometric machine. In the absence of above, absence during duty hours will be treated as unauthorized absence and regularized as per institute's policy.
5. In addition to the above, it is noticed that some staff members who are joining from long leave / Vacation during third/last week of any month are also availing Out Pass/ short leave during duty hours for two times by treating it as **monthly quota**. Henceforth minimum attendance in any month for availing one time/two times out pass/ short leave during duty hours will be as under:-
 - (a) For availing one time out pass/ short leave - Minimum 10 days attendance
 - (b) For availing two time out pass/ short leave - Minimum 20 days attendance
6. For information and strict compliance by all concerned.

Case file No: AIT/0075/Notice/Adm

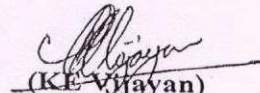
Date: 25 Jul 16

Distribution:-

Director }
Principal } - For info please

HOD- Mech
HOD - E & TC
HOD - ASGE
HOD- Comp
HOD- IT
Registrar
Project Office
Wksp Supdt

Central Stores
Accounts Section
Library
MT Section
Maint Section
Exch
Rector
Warden NBH -I
Warden NBH-II
Warden GH
Physical Director
I/C Website
Office Conv


(K. E. Vijayan)
Col (Retd)
Joint Director
for Director

OUT PASS FOR PERSONAL WORK
DURING DUTY HOURS

1. Dr/ Mr/Mrs/Ms _____ Designation _____

Emp No _____ Dept _____ is hereby permitted to go to _____
_____ for (purpose) _____

On (date) _____ from _____ hrs to _____ hrs.

2. It is certified that the above named individual is going out of AIT for his/ her personal work for the _____ (First/Second) time during duty hours. Record of the same is also maintained in the Dept and will be submitted to Main Office at the end of the month.

(Signature of Individual)

(Signature of HOD/Branch Head)

OUT PASS FOR PERSONAL WORK
DURING DUTY HOURS

1. Dr/ Mr/Mrs/Ms _____ Designation _____

Emp No _____ Dept _____ is hereby permitted to go to _____
_____ for (purpose) _____

On (date) _____ from _____ hrs to _____ hrs.

2. It is certified that the above named individual is going out of AIT for his/ her personal work for the _____ (First/Second) time during duty hours. Record of the same is also maintained in the Dept and will be submitted to Main Office at the end of the month.

(Signature of Individual)

(Signature of HOD/Branch Head)