

DIRECTOR'S SECRETARIAT

NOTICE 62/2017

RULING ON LATE ARRIVAL OF STAFF ON DUTY

1. The prescribed general working hours of the Institute including lunch and tea breaks are from **0900hrs to 1630hrs** for all staff except for the peons/ peons cum fatigue men, attendants for whom the working hours are from **0815hrs to 1645hrs** or as and be spelt out to them by their respective department/section heads.
2. Of late there have been instances where in a number of staff members reported late for duty almost as a matter of routine. This not only affects the efficiency of the concerned office but also sets a wrong example for students in an educational institute like ours.
3. Henceforth, all late reporting will be dealt as under: -
 - (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.
 - (b) Any staff reporting after the stipulated time will be considered as **'late for duty'** on that day.
 - (c) No one is exempted from carrying out doing thumb impression at the Bio-metric machine. In case, any staff found not carrying out doing thumb impression at the Bio-metric machine due to late arrival or any other reason, he/she will be treated as absent from duty for that day. Accordingly his/her pay/leave will also be deducted.
 - (d) In case thumb impression of any individual does not match at the Bio-metric machine he/she should immediately report the matter to the Office Supdt/Registrar and proper record of the same will be maintained.
 - (e) Incase any one is found to report late for duty, then his/her late arrival will be regularised as under:-

No of days late arrivals	Arrival up to 09:30 AM	Arrival after 0930hrs & before 1000hrs
01	Nil	Nil
02	Nil	01 EL/CL/LWP
03	½ CL/LWP	1½ EL/CL/LWP
04	1 EL/ CL/LWP	02 EL/CL/LWP
05	1½ EL/CL/LWP	2½ EL/CL/LWP
06	2 EL/CL/LWP	03 EL/CL/LWP

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(f) 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.

(g) Reporting of late arrival 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.

(h) If in case any staff member reports for duty between 0930 hour and before 1000 hour on two occasions including Para 3 (g) above, he/she will be treated as having availed 01 day EL for every 02 days of reporting late.

(j) 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 8:00 AM. Respective HoD will inform the same to Main Office in writing before 0930hrs. Failing which his/her absence will be treated as unauthorized absence and no pay and allowances will be payable for this absence.

(k) Early exit from duty i.e. before 1630 hour/1645 hour will also be regularized as per aforementioned procedure.

(l) In case thumb impression of any staff member 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. In case the staff member fails to do so, his/her ½ day CL will be deducted for each not punch on bio-metric machine.

(m) 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/tea break will also be treated ½ day/full day CL/EL/PL depending on the period of absence. Duration/timing for Lunch and Tea break is as under:-

- (i) Lunch Break - 45 minutes between 1330 hrs and 1430 hrs.
- (ii) Tea Break - 15 minutes between 1100 hrs and 1130 hrs.

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 such 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.

6. If the leave is not regularized **within 48 hrs** of rejoining, the leave availed will be treated as "**Leave without pay**" and regularized accordingly.
7. The above policy will be adhered to in letter and spirit.
8. All concerned may please be appraised of these policies by their respective HsOD/Section Heads.
9. This notice supersedes all previous policies on the subject.

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Date : 31 Aug 2017


 (KE Vijayan)
 Colonel (Retd)
 Joint Director
 For Director

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