

NOTICE - 72

RULING ON LATE ARRIVAL OF STAFF ON DUTY

1. The prescribed general working hours of the Institute including lunch and tea breaks is from 0900hrs to 1630hrs for all staff except for the peons/ peons cum fatigue men, attendants for whom the working hours are from 0830hrs to 1700hrs or as may be spelt out to them by their respective branch heads/ superiors.
2. Of late there have been instances in the recent past where in a number of staff reported late for duty almost as a matter of routine defeating the very purpose of specific duty hours. This not only affects the efficiency of the concerned office but also sets a wrong example 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 five minutes after the commencement of their duty hour.
 - (b) Any staff reporting after this time will be considered as 'late for duty' on that day.
 - (c) No one is exempted from doing thumb impression at the Bio-metric machine. In case, any staff found defaulter of not 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 from the respective account.
 - (d) If thumb impression of any individual does not match at the Bio-metric machine he/she should immediately report the matter to the OS/Registrar, (Adm & Adhoc staff to the OS and Teaching & Tech support staff to the Registrar) and proper record of the same will be maintained.

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(e) Incase any one is found to report late for duty on occasions more than three, then he/ she will be treated as having availed one day EL for every three days of reporting late and thereof.

(f) Incase such individual be left with no EL to his/ her credit, then it will be considered as **LWP** for every three days of late reporting.

(g) Incase staff report late by an hour or more on a day then each such late reporting will be treated as **half day CL** or **LWP** where individuals are left with no CL to their credit.

(h) Reporting of late arrival on telephone will not entail any concession to these rules.

4. In addition to the above, It is 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 with letter and spirit. No representation will be entertained to waive off the above policy.

8. All concerned may please be appraised of these ruling by their respective branch heads/ HsOD.

Date : 30 Aug 08


 (VP Shinde)
 Colonel
 Joint Director

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