

DIRECTOR'S SECRETARIAT

NOTICE: 07/ 2025

OUT-PASS FOR PERSONAL WORK DURING DUTY HOURS

1. Further to Notice No 37/2016 dt 25 Jul 2016.
2. It is observed that some staff members are misusing the out-pass facility by availing at the time of coming late/ going early. This facility was given to the staff members as a welfare measure to meet their emergency work during office hours.
3. Staff may avail the same facility in between duty hrs. It may be noted that staff will report for duty and then can proceed for short leave. **This facility cannot be clubbed with late arrival and for early exit.**
4. **It has been decided that the two hour out-pass for personal work will be availed during working hrs only.**
5. For going out of AIT during duty hours for official as well as personal work, out pass forms needs to be duly signed by concerned HoD. Token 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 by deducting half day leave.
6. 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 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 during duty hours will be as under:-
 - (a) For availing one time out pass - Minimum 10 days attendance
 - (b) For availing two time out pass - Minimum 20 days attendance
7. **Out-pass facility will be permissible only if there is no academic load during this period.** In case of any emergent requirement, case can be put up to Director for consideration. For information and strict compliance by all concerned.

File No : AIT/0075/Notice/Adm

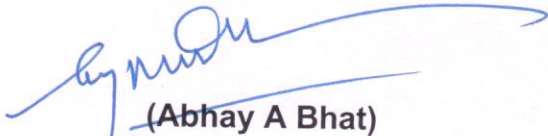
Army Institute of Technology
Dighi Hills, Pune - 411015


Date: 22 Jan 2025

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Exchange
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MI Room


(Abhay A Bhat)
Brig
Director


Bagas
24/1/25