

**SREE CHITRA TIRUNAL INSTITUTE FOR
MEDICAL SCIENCES AND TECHNOLOGY,
TRIVANDRUM – 695 011**

Dir/SCTIMST/Per.&Gl.Admn. /Punch-In&Out/2011

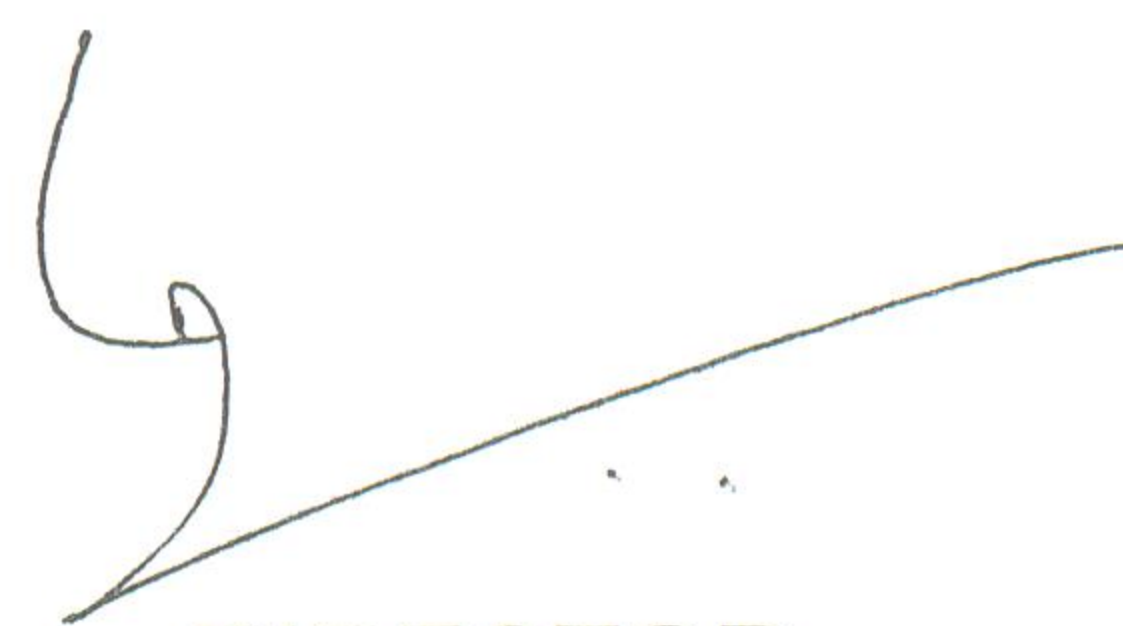
Dated: 2nd April 2011

Read: Circular dated 25th January, 2011

CIRCULAR

It has come to the notice of the undersigned that in spite of the above circular some of the Faculty members, Staff, Senior Residents and Students are not recoding their attendance properly. Some of them are punching either IN or OUT on many occasions, but not both. As informed earlier, this practice is against the rules of the Institute.

All are hereby directed to strictly adhere to the punching rules of the Institute and ensure that they have punched IN when entering the Institute and OUT when leaving the Institute. In case there are missed punching for more than two occasions deduction of leave/salary will be made as per the rules of the Institute.



DIRECTOR

Copy to: Head BMT Wing/MS/Asso.Head/Dean/Asso.Deans/All HODs & SICs/DD/FA/Registrar
AMO/NS/A.O.Gr.I/ Exe.Secy. to Director-cum-EC.Co./ Dy.Registrar/CAO/IAO/Security Officer
AO Gr.II/ All Notice Boards/Institute Website ✓