



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, तिरुवनन्दपुरम् - ६९५ ०११, केरल, भारत
SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
THIRUVANANTHAPURAM – 695 011 KERALA, INDIA
(An Institute of National Importance under Govt. of India)
(भारत सरकार के अधीन एक राष्ट्रीय महत्व संस्थान)
Ph: 0471-2443152, FAX: 0471-2446433, 2550728

Personnel & Administrative Division - Strict compliance of punching and attendance by employees of the Institute- Orders issued

PERSONNEL & ADMINISTRATIVE DIVISION

No. P&A.I/X/73/SCTIMST/2016

Date: 09/11/2016

ORDER

It has come to the notice that even after repeated requests and attempts from the Personnel and Administrative Division, the employees including faculty members and supervisory staff are not responding in time to the late/missed/wrong punching. There are instances of not applying for leave, even after lapse of months, be it personal or official. This may adversely affect the discipline in the Institute which is a matter of concern. Hence it is decided to implement the following procedure for regularizing the attendance of employees.

Schedule	Activity	Mode
First week of every month	Publishing the list of Late arrival/early departure/punch missing and absent report of previous month	List is to be displayed on Notice Boards and Website.
If no response within 7 days (2 nd week)	Reminder	
If no response within 7 days (3 rd week)	In case of late arrival or early departure more than the allowed limit, automatic adjustment/deduction of leave. No late certificates will be entertained. All unauthorized absence (no punch data) will be treated as EOL.	For Academic staff, Group A officers and other supervisory staff via e-mail.

Faculty on duty/field work may provide letter stating the reason certified by HOD within the specified/scheduled period. No individual communication for regularization of attendance, other than mentioned above, will be served in future.

This issues with the approval of the Director.

Sr. Deputy Director (Admin)

To

Notice Board (Hospital Wing/AMC/BMT Wing)/Website

Copy to:

Head, BMT Wing/ Medical Superintendent/AMS/DMS/ All Heads & Faculty/ Executive Secretary to Director/CAO/ Nursing Officer/ Secretary to Director / IAO/ Sr.Purchase & Stores Officer /Purchase & Stores Officer (Hospital/BMT Wing)/ AO (Hospital/BMT Wing) /Security & Safety Officer (Hospital/BMT Wing).