

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, औरंगाबाद  
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION  
TECHNOLOGY, AURANGABAD

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सं.रा.इ.सू.प्रौ.सं.औ/03/स्था/2016  
No.NIELIT-A/03/Estt/2016

09 अगस्त 2017  
August 9, 2017

कार्यालय ज्ञापन सं.16/OFFICE MEMORANDUM No.16


It has been observed that absence of certain employees are not being communicated Administration Wing in a timely manner. It is becoming a practice that employees to regularise their absence after their joining duties. This practice should be stopped forthwith.

All leave applications should be submitted in well in advance to the Reporting Officer, and Reporting Officer will forward the same to Leave Sanctioning Authority, i.e. Executive Director of the Centre for approval along with his comments/recommendations. It shall be ensured that after approval the leave application is submitted P&A Wing of Administration.

All Reporting Officers should ensure that absence of any employee should not hamper the functioning of the Group or Section. Before recommending the leave application, he/she should enquire about the details of work/activities handled by the employee, so that first hand information about activities should be familiar with the Reporting Officer.

Employees going on office tour should submit a copy of their Sanction order to P&A for the regularization of their absence. All absence during office hours should be reported upon. For the purpose of regularising absence on account of outside duty, it should be supported with proper document such as Duty Slip/Permission Slip.

This issues with the approval of Competent Authority.

  
(संजीव त्री. वलुन्जकर)/(S. T. Valunjkar)  
वैज्ञानिक / इंजीनियर 'ई' & हेड, पी एंड ए  
Scientist/Engineer 'E' & Head, P&A

To

All employees

Copy to: 1. Executive Director - for kind information  
2. Assistant Director (P&A)  
3. Accounts Section

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कार्यालय ज्ञापन सं.17/OFFICE MEMORANDUM No.17

It has been observed that some of the employees are not adhering to the Office timings. It is also observed that staff members are coming late, leaving Office early without proper authorization. As per the instructions of Government of India, AADHAR Enabled Biometric Attendance System (AEBAS) installed at the Reception counter and at Information Kiosk should be used for marking the attendance of all regular employees. Every employee should mark their attendance as per the timing given below:

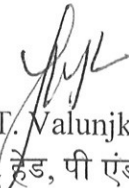
Morning: 09:00 Hours  
Evening: 17:30 Hours

The timing for the lunch break will be between 13:00 Hours and 13:30 Hours. The half-an-hour time-limit for lunch break must be scrupulously observed not only by subordinate staff but also by Supervisory Officers.

Hence, all employees are hereby informed that Office timing should be strictly adhered to. Every employee is expected to be in seat and to start work at the prescribed opening hour. Ten minutes grace time may be allowed in respect of arrival time to cover any unforeseen contingencies. Such late coming (within the grace time) may be condoned unless it becomes matter of frequent recurrence.

Further it is also informed that as per rules, Half-a-day's casual leave should be debited to the Casual leave account of an employee for each late attendance, but late attendance up to an hour, on not more than two occasions in a month, may be condoned if this is due to unavoidable reasons. Suitable disciplinary action will be taken against the employee concerned in addition to debiting half-a-day's casual leave if he/she is persistently/habitually attending late/leaving early.

This issues with the approval of Competent Authority.

  
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