



BIRLA INSTITUTE OF TECHNOLOGY OFF CAMPUS - NOIDA

Ref. No. BIT-N/RO/OM/2021-22/003

September 24, 2021

OFFICE MEMORANDUM

Sub: Attendance and Punctuality in office

In continuation to the office order Ref. No. BIT-N/RO/OO/2021-22/ 001 dated 25-08-2021, this is brought to the notice of all the faculty / staff members that they shall maintain devotion to duty.

It is also added that punctuality in attendance is to be observed by the faculty / staff members at all levels in BIT Noida with 8 hr. 30 min. working day including an obligatory half an hour fixed lunch break (1.00 p.m. to 1.30 p.m.).

However, it is seen that despite issuance of instruction regarding punctuality in attendance, a few of faculty / staff members do not observe punctuality.

To ensure punctuality, the following instructions are reiterated for mandatory compliance by all faculty / staff members.

1. Every member of the faculty / staff is expected to be in her / his seat and to start work at the prescribed opening hour (9.00 a.m) unless she / he has previously obtained special permission for late attendance.
2. Keeping in view of the traffic congestion / metro-train delay, faculty / staff member may attend office 30 minute prior to opening hour of office (9.00 a.m) or may leave office maximum up to 30 minutes after the scheduled close hours (5.30 p.m) only to compensate any late coming or early leaving during the attendance month (from 26th of each month to 25th of subsequent month). However, in one full working day the maximum recorded working time shall not be more than 9 hours (except for those who are otherwise eligible and/or permitted by the Director).
3. Faculty / staff member attending office beyond 9.30 a.m shall be treated as late coming and departing office before 5.00 p.m shall be treated as early leaving.

4. Late coming and early leaving is not permissible. Habitual non-observance of schedule hours for attending office is highly objectionable and will amount to lack of devotion to duty.
5. Late coming / early leaving must always be reported to the Department / Section In charge who shall further intimate the same to Leave Section on same day.
6. For each late coming over three days in any attendance month, a half CL / full EL shall be deducted. Appropriate leave shall also be deducted if any Faculty / staff member exceeds cumulative grace period of 180 minutes per month. If both CL and EL of any Faculty / staff member are exhausted, proportionate deduction shall be made from monthly salary.
7. To be counted as a full working day, an employee must work for at least 6 and ½ hours per day and for a half working day one must work at least 3 and ½ hours on that day (both excluding lunch break). The deficiency in prescribed working hours must be met within the same week.
8. In case any faculty / staff member avails / applies for half CL (for any date), the maximum duration for that half CL period shall be considered for 4 hours (including fixed lunch break which will be the dividing line). Hours observed beyond this for any half CL availed date shall not be adjusted against the cumulative grace period of 180 minutes of that month.
9. All faculty / staff members are required to mark attendance compulsorily on arrival and departure specifically mentioning the time. Marking attendance / time before departure for same day or in advance for next day is not permissible and is highly objectionable.
10. Movement / photocopy / photography of attendance register by any faculty / staff member is strictly prohibited.
11. Faculty / staff members must obtain prior permission / approval before proceeding for any Leave (except for medical reasons / emergency) and must inform the Department / Section In charge.

12. Faculty / staff members leaving office temporarily during office hours must mark their temporary absence time and duration in the movement register available with Security Guard and this duration (except official obligation / fixed lunch break of maximum 30-minute duration) shall be deducted from the total working hours of that attendance month.

All the faculty/staff members are hereby directed to adhere with the above instructions failing which the Institute will be constrained to take necessary action as per extant BIT rules.

A report on all those faculty/staff members who are irregular / later comer / early goer shall be sent to the Registrar, BIT Mesra on a fortnightly basis.

It is expected that all faculty/staff members would put maximum possible efforts to increase output and efficiency in the Institute.

This issues with the approval of the Director and is applicable with immediate effect and will remain in force till further order.

Abhisek M.
24-09-2021
(Abhisek Mohapatra)
Asst. Registrar

Distribution:

1. All member of faculty / staff – through email
2. Institute Notice board
3. P.A to Director for Director's kind information