

BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)

OFF-CAMPUS (NOIDA) – 201301 (INDIA)

Ref. No. BIT-N/RO/OM/2021-22/006

December 01, 2021

OFFICE MEMORANDUM

In continuation to the office order Ref. No. BIT-N/RO/OO/2021-22/001 dated 25-08-2021 and Ref. No. BIT-N/RO/OM/2021-22/ 003 dated 24-09-2021, this is brought to the notice of all the faculty / staff members that Biometric Based Attendance System (BBAMS) has been resumed from 01-12-21 with the following clarification.

(1) 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 (i.e between 8.30 a.m to 1.30 p.m for 1st half of CL or between 1.00 p.m to 6.00 p.m for 2nd half of CL). Hours observed beyond 4 hours for any half CL availed date shall not be adjusted against the cumulative grace period of 180 minutes of that attendance month.

All faculty / staff members are requested to strictly follow the COVID-appropriate behavior at all times in Institute premise.

This issues with the approval of the Director and is applicable with effect from 01-12-2021 and will remain in force till further order.

Abhisek M.
01-12-2021
(Abhisek Mohapatra)
Asst. Registrar

Distribution :

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