



இந்திய தகவல் தொழில்நுட்பக் கழகம் திருச்சிராப்பள்ளி
भारतीय सूचना प्रौद्योगिकी संस्थान, तिरुचिरापल्ली
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI
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Date: 29.01.2020

CIRCULAR

Sub: Bio-Metric Attendance –Marking Attendance and maintaining Punctuality– Reg.

It has been observed from the Bio-Metric attendance machine that, some of the employee forget to mark their attendance while leaving the office premises and some also forget to mark the in-time punching too. Further, it also reveals that the punctuality is not being maintained and some of the employee are reaching the office by late; that affect the decorum of the office environment. Hence, all the employees are requested to maintain the punctuality.

However, considering the need of day-to-day unavoidable events/incidents/Climatic and environmental condition; grace time of 10.00 minutes is allowed in morning office time. Further, it also informed that no extra time is allowed other than the grace time, even in the event of being in the office after office hours in the previous working day.

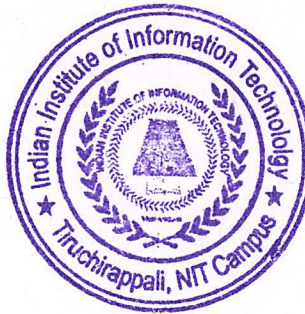
In the light of above, all the employees are once-again requested to strictly adhere the office hours and to mark the in-time and out-time punching respectively. No, clarification will be entertained from any of the employees in respect of marking of attendance in Bio-metric machine and attendance will be treated as per the Bio-metric machine.

Office Hours

Morning	:	9.00 AM – 1.00 PM
Lunch	:	1.00 PM – 1.30 PM
Afternoon	:	1.30 PM – 5.30 PM

This is issued with the approval of Competent Authority.

To
The Faculty Members/Staff
Notice Board.



29.01.2020
N. VITTOBA
DEPUTY REGISTRAR
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Tiruchirappalli - 620 015, Tamil Nadu, India.