



Ref. No. MANUU/R.O. III/F.07/2015-16/62

Date: 8<sup>th</sup> March, 2016

## CIRCULAR

It is observed that non-teaching staff who are working in other Departments/Centres in various buildings (other than Admn. Bldg.) located in the campus are not adhering to the regular office timings of the University. They are coming late and leaving before the Office hours. The Heads of the Departments /Centres shall ensure that their staff members shall attend the duties on time i.e. at 9.30 AM with a grace of 10 Minutes and sign the attendance registers in the morning and evening with timings. The late comers shall be marked with 'red' either by head or by a designated person by HoD and send the copy of the monthly attendance statement to the Registrar to ensure the punctuality of all the staff members.

  
Registrar

To:

1. All Deans / Head of the Departments/Centres/Directorates
2. Section Heads(Non-teaching)
3. Principal (Polytechnic)/ I.T.I

Copy to:

1. P.S to Vice-Chancellor
2. A.R (Admn & Gov)
3. Director, CIT for uploading on University Website.