

पं. सुं. श. केन्द्रीय व्यावसायिक शिक्षा संस्थान, श्यामला हिल्स भोपाल-462 002

PSS Central Institute of Vocational Education, Shyamla Hills, Bhopal – 462 002

फा. क्र. 7-141 /पैसिव/ 2022/ २९९९

दिनांक: 20.02.2024

कार्यालय आदेश

This has reference to the Council's Office Order issued vide No. 1-3/2024-E.II/4549-4424 dated 02.02.2024 wherein Council has reiterated to ensure punctuality by all and issued following instructions for scrupulously compliance by all concerned:

1. All Officers and staff are required to mark their attendance in the BAS/Face Based System without fail. All are expected to be in their seat by 9.00-9.15 am (grace period) unless he/she has previously obtained special permission for late attendance.
2. In the event of any technical glitch in the BAS/ Face Based system employees may mark the attendance in the registers placed near the BAS.
3. For employee going on official tour or official duty the respective controlling Officers are to be intimated in advance.
4. For every late attendance half day casual leave is to be deducted. In case of non availability of Casual Leave at the credit of the concerned employee, Earned Leave as due is to be deducted. In case of non-availability of any leave, the employee shall be treated as Leave without Pay.
5. After obtaining the Attendance Report from administration, the concerned section In-charge shall make an entry in e-office Leave Management system using Super Admin. Login for deducting the appropriate CL of the employee. In case, CL is not available at the credit of any employee, EL/HPL shall be deducted and entry shall be made in the Service Book.

It is therefore, requested that all the Academic/Non-Academic (regular/contractual/ outsourcing) staff must strictly adhere to the above mentioned instructions. All the Heads of the Department and Section In charge are also requested to convey these instructions to all officials working under their control for strict compliance.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।


अवर सचिव

प्रतिलिपि:-

1. संस्थान के समस्त अधिकारी एवं कर्मचारी को सूचनार्थ
2. निजी सचिव, संयुक्त निदेशक, पैसिव, भोपाल
3. I/c आई.सी.टी.: संस्थान की वेबसाइट पर अपलोड करने हेतु