



संख्या/No. AIIMS/BBN/DIR/2023/ 1437

दिनांक/Date 29th May 2023

कार्यालय आदेश/OFFICE ORDER

विषय/Subject : Institute's Office Timings for Faculty & Staff - reg

1. It has been observed by the undersigned that many of the faculty and hospital staff are not coming to office as per the scheduled timings. Hence, it is hereby instructed to all concerned to adhere the Institute's Office Timing as mentioned below :-

- | | | | |
|-----|--|---|-------------------|
| (a) | For Faculty & Hospital Staff | : | 9.00AM to 5.00PM. |
| (b) | For Administrative Staff | : | 9.30AM to 5.30PM. |
| (c) | For Faculty/Officers/Staff on Saturday | : | 9.00AM to 1.30PM. |

2. All HoDs & Departmental Heads are requested to follow the *Hours of Attendance* as per the Manual of Office Procedure, Chapter-II, Part 'A' (Office Management), Para 2, 3, 4 & 5 in their respective departments strictly.

3. In this connection, it is to inform you that Half-a-day's Casual Leave is to be deducted from an Institute employee's CL account for each day's late absence. Late attendance upto an hour on not more than two occasions in a month may be permitted by the competent authority if he is satisfied that it is due to unavoidable reasons. All Dept. Heads/Section Heads must ensure that Officers/staff under their control should strictly adhere to the scheduled office timings.

4. This practice to **come office late** and **leave office early** with permission should be **discouraged**.

(प्रो. (डॉ.) विकास भाटिया/(Prof.(Dr.) Vikas Bhatia)
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