

To

All Principals / GI Incharge,
Govt. Industrial Training Institutes / ITOT.
Govt. Industrial Training Institutes (Women)
Haryana State.


Memo No. TM-3/Bio-metric /instructions/ 69-m
Dated: 16.01.2015

Subject: Instructions for making attendance on Bio – Metric Machine.

It has been decided that following instructions may be implemented regarding marking attendance on Bio – Metric Machine in the Institutes.

1. The timings of the ITIs are 9.00 am to 5.00 pm, but employees may be allowed to mark their attendance upto 9.10 am occasionally in the morning. However, the aggregate duration of late attendance (from 9.00 am) shall not be more than 60 minutes in a month. Exceeding 60 minutes, one day leave of the kind due shall be deducted. If the duration of late attendance is more than 100 minutes in a month, two days leave of the kind due shall be deducted.
2. Late attendance after 9.10 a.m. will lead to half day leave of the kind due.
3. The Head of the institutes are directed to take print of attendance of the staff in the morning as well as in the evening and will maintain this attendance record like attendance registers.

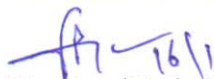
The aforesaid instructions be followed strictly.


Joint Director (Technical)
for Director Industrial Training,
Haryana, Chandigarh.

Endstt. No.TM-3/Bio-metric /instructions/

Dated: 16.01.2015

A copy of the above is forwarded to all officers at Headquarter for information and necessary action.


Joint Director (Technical)
for Director Industrial Training,
Haryana, Chandigarh.

CC: 1. PS to ACSIT
2. PA to DGIT