

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

No. DyDT/01
29.04.2022

NOTIFICATION

All staff members of the Institute are hereby required to mark their attendance **twice a day** through the biometric attendance system installed in their respective offices **with effect from May 02, 2022.**

The attendance needs to be marked as per the following schedule:

Academic Department

First Punch: 07:55 AM to 08:10 AM (Duty ON)
Second Punch: 05:30 PM onwards (Duty OFF)

Non-Academic Department

First Punch: 09:00 AM to 09:10 AM (Duty ON)
Second Punch: 06:00 PM onwards (Duty OFF)

Office of Dean (Students' Welfare)

First Punch: 09:00 AM to 09:10 AM (Duty ON)
Second Punch: 07:00 PM onwards (Duty OFF)

Sanitation Section (Campus Administration)

First Punch: 07:00 AM to 07:10 AM (Duty ON)
Second Punch: 05:00 PM onwards (Duty OFF)

Horticulture Section (Campus Administration)

First Punch: 08:00 AM to 08:10 AM (Duty ON)
Second Punch: 05:00 PM onwards (Duty OFF)

Sports Section

First Punch: 06:00 AM to 06:10 AM (Duty ON)
Second Punch: 09:00 PM onwards (Duty OFF)

Health Centre

First Punch: 09:30 AM to 09:45 AM (Duty ON)
Second Punch: 08:30 PM onwards (Duty OFF)

CA Section

First Punch: 09:00 AM to 09:10 AM (Duty ON)
Second Punch: 06:00 PM onwards (Duty OFF)

Further, each sectional head will ensure maintaining a Register wherein the staff members are required to enter the timing of leaving the office for any official or personal exigency with the duration exceeding 15 minutes and record the timing of return to the office with signature. These entries need to be countersigned by the sectional head of the concerned section on the same day.



(Dheeraj Kumar)
Dy. Director

Copy to: All Deans/Assoc. Deans/All HoDS/HoCs/Chairman, CDC, Vice-Chairman, CDC/ PIC, Workshop/Registrar/CVO/JR (DTS)/JR(E&A)/All DRs/ARs/SE/CMO /CMO (NFSG)/ SPO/Sr. SO/ Horticulturist/ Webmaster