



OFFICE ORDER

No.: VSSUT/OOR/ 91 /22

Dated: 11.03.2022

It is for information of all concerned that the University timing will start from 9.00 AM to 5.00 PM w.e.f. 14.03.2022 from Monday to Friday with flexible break of one hour between 12.30 PM to 2.30 PM and Saturday from 09.00 AM to 01.00PM. The Bio-Metric attendance both regular and face recognition will be available. The regular employees (Teaching & Non-Teaching), Initial appointee employees, Out-sourcing employees and PhD Students will put their Biometric attendance as per following schedule. The Biometric attendance will be salary linked w.e.f. 14.03.2022.

Days	Check in time	Check out time
Monday to Friday	8.30 AM to 10.00 AM	4.30 PM to 10.00 PM
Saturday	8.30 AM to 09.30 AM	1.00 PM to 6.00 PM

All are further requested that who have not registered or facing problems during giving Bio-Metric attendance are advised to contact PIC, CCF.

By order of Vice-Chancellor.

Leah
11.3.2022
REGISTRAR

Memo No. VSSUT/OOR/ 92 /22

Dated: 11.03.2022

Copy to:

1. All Deans/HODs/Prof. T&P/PICs/Workshop Supdt/COE/COF/MO/Wardens/Section Officers/OS with a request to circulate among the staff of their respective Department/Section.
2. Dean F&P is requested to display in the University website.
3. PA to VC for favour of kind information of the Hon'ble Vice-Chancellor.

Leah
11.3.2022
REGISTRAR