

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

No.VSSUT/OOR/ 78 /2023

Date: 20.01.2023

OFFICE ORDER

In pursuance to the Letter of SDTE Department, Govt. of Odisha vide No. SDTE-HTE-THE-II-0094-2022/5850/SDTE dated 24.11.2022, it is for the information of all concerned that all regular employees (Teaching & Non-Teaching), Contractual teachers, outsourcing employees & Ph.D students are required to give biometric attendance twice in a day as per the following with a flexible break of one hour between 1.00 PM to 3.00 PM.

| Days | Check in time | Check out time |
|------------------|---------------------|---------------------|
| Monday to Friday | 8.30 AM to 10.00 AM | 4.30 PM to 8.30 PM |
| Saturday | 8.30 AM to 9.30 AM | 1.00 PM to 6.00 PM. |

All faculty and staff members of the University shall remain present 7 to 8 hours in each working day during office hours except all Saturday i.e. half day. The Biometric attendance will be linked to the payroll and leave calculation strictly with effect from 21st January, 2023.

By Order of the Vice-Chancellor,


Registrar

Memo No.VSSUT/OOR./ 79 /2023

Date: 20.01.2023

Copy to:

1. All Deans, All HODs, All Professor in-charges, Workshop Supdt., COE, COF, All Section Officers with a request to circulate among the staff of their respective Departments/Sections.
2. O.S., Estt/PA to Registrar for information & record.
3. PA to VC for favour of kind information of the Hon'ble Vice-Chancellor


Registrar