



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA

ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବୁର୍ଲା

(A UGC Recognized State Government University by an Act of Assembly, Estd. -1956)

P.O. Engineering College, Dist: Sambalpur, Odisha, (India) -768 018

www.vssut.ac.in. e-mail: vc@vssut.ac.in, registrar@vssut.ac.in

No. VSSUT/OOR-10/ 316 / 2025

Dated: 27.03.2025

OFFICE ORDER

All the regular employees (Teaching & Non-teaching), Guest faculty, Outsourcing staff & Ph.D students are requested to put their finger prints/ face recognition in all working days as per the following scheduled during the summer timing w.e.f. 02.04.2025 to 30.06.2025.

Days	Check in time	Check out time
Monday to Saturday (Except 2 nd & 4 th Saturdays)	06.30 AM to 08.30 AM	12.30 PM to 2.30 PM

For Central Library and CCF

Days	Shift	Check in time	Check out time
Monday to Saturday (Except 2 nd & 4 th Saturdays)	1 st	07.00 AM to 07.30 AM	01.00 PM to 01.30 PM
	2 nd	03.00 PM to 03.30 PM	09.00 PM to 09.30 PM

By the order of Vice-Chancellor,

REGISTRAR

Dated: 27.03.2025

Memo No: - VSSUT/OOR-10/ 317 /2025

Copy to:

1. All Deans / Director, IQAC/ HODs/ HOPs/ Professor T&P/ PICs/ Workshop Suptd./ COE/ COF/ OS/ SOs with a request to circulate among the staff of their respective Department/Section.
2. PIC, Central Computer Facilities for information and necessary action.
3. PIC, Central Library for information and necessary action.
4. Dean, Faculty & Planning for information with a request to hoisting this in the notice section of the University website.
5. PA to VC for kind information of Hon'ble Vice-Chancellor.

REGISTRAR