NOTICE

Subject: Submission of Absentee Statement/leave records in respect of Faculty and Non-faculty members of the Institute.

1. The absentee statement/leave records of the faculty members, in terms of decision taken in the 6th meeting of the Institute Advisory Committee held on 12.02.2013, should be forwarded every month to the Salary Section on e-mail id: office.salary@iitbhu.ac.in or in hard copy, latest by 25th of every month positively so that salary can be prepared. The remaining days of the month after 25th, may be taken into account in the statement of the next month.

2. The existing system of signing of attendance registers by all the non-faculty members including Group-A officers in the concerned department/office/unit will continue. The concerned Heads of Departments/Coordinators of Schools/Offices of the units shall countersign the attendance registers on daily basis and will ensure their regularity and punctuality.

3. As already notified vide Notice No.IIT(BHU)/ADM-Leave/Notice/8482 dated 02.01.2018 and Notice no. IIT(BHU)/ADM-Leave/Notice/19338 dated 16.01.2018, the sanction of Casual Leave and Restricted Holidays and maintenance of records thereof, will continue to be done in the respective offices of Deans/Heads of Departments/Coordinators of Schools/Professor-in-Charges/Offices of the Units and Chairman, IWC. The absentee statement/leave record of the non-faculty members should be forwarded every month to the Salary Section on e-mail id: office.salary@iitbhu.ac.in or in hard copy, latest by 25th of every month positively so that salary can be prepared. The remaining days of the month after 25th, may be taken into account in the statement of the next month.

This issues with the approval of the Competent Authority.

REGISTRAR

Copy forwarded to the following for information and necessary action:
1. All the Deans
2. All the Heads of Departments/Coordinator of Schools
3. The Coordinators/Incharges of Units/Centers/Offices
4. All the Professor Incharges
5. The Chief Councilor, Gymkhana
6. The Chairman, Institute Works Committee
7. The Professor Incharge, Main Library
8. The Chairman, IIT (BHU)-Cafeteria Committee
9. The Chairman, Council of Wardens
10. The Chairman, Web Management & E-mail Services Committee
11. The Coordinator, GTAC
12. The Incharge, 1st Year Computer Lab
13. The Joint Chief Proctor
14. All Admin. Wardens/Wardens, IIT(BHU)-Hostels
15. The Joint Registrar (Admin.)
16. The Deputy Registrar (Accounts)
17. All the Assistant Registrars
18. P.S. to the Director
19. P.A. to the Registrar

[Signature]

REGISTRAR

Indian Institute of Technology (Banaras Hindu University)