

JAWAHARLAL NEHRU TROPICAL BOTANIC GARDEN AND RESEARCH INSTITUITE, PALODE

JNTBGRI/DR/126/2014

31.03.2014

CIRCULAR

Sub: JNTBGRI Bio-metric Attendance System – Availing Grace Time at a stretch– Maximum limit - reg.

As you are aware, the provision for 180 minutes' grace-time is given in the Bio-metric Attendance to meet unavoidable circumstances. Some staff members are seen taking advantage of this condition by availing grace-time in full (three hours at a stretch) thereby enjoying half CL's benefit every month. Hence it has been decided to limit the maximum period of grace-time which can be availed at a time to 90 minutes henceforth. For periods exceeding 90 minutes, 0.5 CL has to be submitted.

The change in rule will be effective from 01.04.2014 onwards.

DIRECTOR

All HoDs

Registrar

Dr. C.G. Sudha, Chairperson. BMA

Finance Officer

Dy. Controller (Purchase)

Establishment/Accounts/Purchase/PCC

Librarian

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Security Officer

Director's and Registrar's Office

JNTBGRI Extension Centre, Puthenthope

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JAWAHARLAL NEHRU TROPICAL BOTANIC GARDEN AND RESEARCH INSTITUITE, PALODE

JNTBGRI/DR/ 334/2014

09.10.2014

CIRCULAR

Sub: JNTBGRI Bio-metric Attendance System – Availing EL / CML – clubbing CL etc. - reg.

In continuation of this Office Circular No. JNTBGRI/DR/328/2012 dated 31.07.2012, the clarification regarding clubbing of CL with EL/CML is given herewith. Please note that no CL can be clubbed with EL/CML even if holidays/weekly-offs are coming in between. Henceforth the person who avails EL/CML cannot take any other kind of leave for personal purpose either as prefix or suffix of the holidays / weekly-offs. He/ She has to report back to duty before / after taking such personal leave.

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