CIRCULAR


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
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Dr. C.G. Sudha, Chairperson. BMA
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Dy. Controller (Purchase)
Establishment/Accounts/Purchase/PCC
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Director’s and Registrar’s Office
JNTBGRI Extension Centre, Puthenthope
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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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