



No, VSSUT/OOR/ 428

/2024

Dated: 25/06/2024

OFFICE ORDER

It is for the information of all concerned that the University will function from 9.A.M to 5.00 PM with effect from 26th June, 2024 after summer vacation. All regular employees (Teaching & Non-teaching), Contractual faculty, Contract employees, outsourcing employees and 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	Minimum Duration
Monday to Friday	8.30 AM to 10.00 AM	4.30 PM to 8.30 PM	7 hours
Saturday	8.30 AM to 9.30 AM	1.00 PM to 6.00 PM	3.5 hours

By order of Vice-Chancellor

REGISTRAR

25/06/2024

Memo.No.VSSUT/OOR/ 429 /2024

Dated, 25/06/2024

Copy to :-

- 1) All Deans / HoS / Director, IQAC / HoDs / Professor, T&P / PICs/ Central Library/Workshop Supdt/COE/COF/MO/OS/SOs with a request to circulate among the staff of their respective Departments / Sections.
- 2) PIC, CCF for information and necessary action. He is requested to open the Bio-metric attendance system from 8.30 AM to 8.30 PM for the purpose.
- 3) PA to VC for kind information of the Hon'ble Vice-Chancellor.

REGISTRAR

25/06/2024