

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC,
BOLANGIR

Order No. 196 / Dt. 09/01/24

Sub: Biometric attendance regarding.

This is to inform all the staff members that following procedure will be adopted for late reporting / early exit.

- 1) Day office timing – 10:00 AM to 5:00 PM –
Biometric Attendance entry time - Before 10:15 AM & exit time After 05:00 PM.
- 2) Morning office timing - 07:00 AM to 1:00 PM
Biometric Attendance entry time - Before 07:15 AM & exit time After 01:00 PM.

For any delay in reporting or early exit with respect to the timing mentioned in this order will be taken into consideration of deducting CL from account of the concerned staff.

* 03 days early exit or 03 days late reporting will ^{count} ~~count~~ 1 day CL deduction.

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Principal
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