



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

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No. 09/A1/Admn/2017/C-DIT

07.01.2017

OFFICE ORDER

Sub: C-DIT – Admn – Working hours rearranged - Casual Leave admissible and marking of attendance –Revised orders issued.

- Ref : 1. Office Order No.56/A2/Admn/C-DIT/2013 dated 18.02.2013.
2. Proceedings No.05/RO/Admn/2016/C-DIT dated 03.01.2017.

Orders are hereby issued that the number of Casual Leave admissible to C-DIT employees in a calendar year will be 20 days w.e.f 01.01.2017 instead of the 15 days prevailing as per reference (1) above. All other conditions regarding granting of casual leave provisioned in the C-DIT Service Rules will remain as same..

The following are also ordered with immediate effect.

1. A grace time up to 10.15 AM is permissible for marking attendance. Marking of attendance after the grace period will be considered as late attendance with out permission and for every three day's late attendance without permission, one day's casual leave/other eligible leave will be forfeited.
2. Members of the staff requiring permission to attend the office late for some unavoidable reason must apply for it beforehand. Late permission so granted will be for a maximum of 1 hour ie, up to 11.15 AM. If the employee concerned does not turn up before this permitted time, he should apply for casual leave or other eligible leave.
3. Members of the staff requiring permission to leave the office before 5.00PM, shall apply for it beforehand and they will be permitted to leave the office at 4.00 PM.
4. The total number of late permission and early permission that can be availed by an employee shall not exceed four numbers in a month.


JAYARAJ G
REGISTRAR

To

All employees