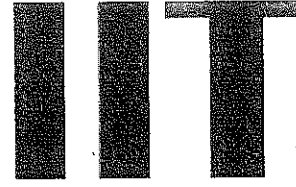


भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

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कुलसचिव कार्यालय  
(सामान्य प्रशासन)

Office of the Registrar  
(General Administration)

Ref. No.IIT(BHU)/GAD/3(71)/Attendance/Gen./ 9196

Dated: 17.10.2018

## NOTICE

**Subject: Submission of Absentee Statement/leave records in respect of Faculty and Non-faculty members of the Institute.**

1. The absentee statement/leave records of the faculty members, in terms of decision taken in the 6<sup>th</sup> meeting of the Institute Advisory Committee held on 12.02.2013, should be forwarded every month to the Salary Section on e-mail id: [office.salary@iitbhu.ac.in](mailto:office.salary@iitbhu.ac.in) or in hard copy, latest by 25<sup>th</sup> of every month positively so that salary can be prepared. The remaining days of the month after 25<sup>th</sup>, may be taken into account in the statement of the next month.
2. The existing system of signing of attendance registers by all the non-faculty members including Group-A officers in the concerned department/office/unit will continue. The concerned Heads of Departments/Coordinators of Schools/Offices of the units shall countersign the attendance registers on daily basis and will ensure their regularity and punctuality.
3. As already notified vide Notice No.IIT(BHU)/ADM-Leave/Notice/8482 dated 02.01.2018 and Notice no. IIT(BHU)/ADM-Leave/Notice/19338 dated 16.01.2018, the sanction of Casual Leave and Restricted Holidays and maintenance of records thereof, will continue to be done in the respective offices of Deans/Heads of Departments/Coordinators of Schools/Professor-in-Charges/Offices of the Units and Chairman, IWC. The absentee statement/leave record of the non-faculty members should be forwarded every month to the Salary Section on e-mail id: [office.salary@iitbhu.ac.in](mailto:office.salary@iitbhu.ac.in) or in hard copy, latest by 25<sup>th</sup> of every month positively so that salary can be prepared. The remaining days of the month after 25<sup>th</sup>, may be taken into account in the statement of the next month.

This issues with the approval of the Competent Authority.

  
REGISTRAR

Ref. No.IIT(BHU)/GAD/3(71)/Attendance/Gen./ 9196

Dated: 17.10.2018

Copy forwarded to the following for information and necessary action:

1. All the Deans
2. All the Heads of Departments/Coordinator of Schools
3. The Coordinators/Incharges of Units/Centers/Offices
4. All the Professor Incharges

P.T.O

5. The Chief Councilor, Gymkhana
  6. The Chairman, Institute Works Committee
  7. The Professor Incharge, Main Library
  8. The Chairman, IIT (BHU)-Cafeteria Committee
  9. The Chairman, Council of Wardens
  10. The Chairman, Web Management & E-mail Services Committee
  11. The Coordinator, GTAC
  12. The Incharge, 1st Year Computer Lab
  13. The Joint Chief Proctor
  14. All Admin. Wardens/Wardens, IIT(BHU)-Hostels
  15. The Joint Registrar (Admin.)
  16. The Deputy Registrar(Accounts)
  17. All the Assistant Registrars
  18. P.S. to the Director
  19. P.A. to the Registrar
- Indian Institute of Technology (Banaras Hindu University).

  
REGISTRAR