

	भारतीय प्रौद्योगिकी संस्थान मद्रास INDIAN INSTITUTE OF TECHNOLOGY MADRAS चेन्नै / Chennai 600 036 दूरभाष/Telephone: [044] 2257 8105 ईमेल/Email: dradmin@iitm.ac.in	
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Admn.II/G/B1/2026

दिनांक / Dated: 13.07.2026

परिपत्र / CIRCULAR

Sub: Adherence to scheduled hours of work – Punctuality in Attendance Non Academic Staff – Reg

Ref : 1. Circular No.Admn II/G/B3/2024/035 dated 09.07.2024
2. DoPT O.M F.No.11013/13/2023-Pers.Policy-A-III dated 15.06.2024

In the circulars issued in the references cited, all the Heads of Departments/ Sections/Centres have already been instructed to monitor /condone late attendance, mark the kind of leave sanctioned etc., of the staff working under their control.

In this regard, kind attention is drawn to the O.M. issued by the Ministry of Personnel, Public Grievances and Pensions, GOI, DOPT F.No.11013/13/2023-Pers.Policy-A-III dated 15.06.2024 (copy enclosed) wherein it is reiterated as follows :

“half a day Casual Leave (CL) should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave when no Casual Leave is available), disciplinary action may also be initiated against Government servants coming to office habitually late as it amounts to ‘misconduct’ under the CCS(Conduct) Rules, 1964”.

Hence, all the Heads of Departments/Centres/Sections may kindly advise their staff members to strictly report to work on time, return promptly from lunch and/or breaks and work diligently during working hours.

It is also requested to ensure that the employees on outsourced mode also come on time.

It is also brought to the information of all staff members that the digital attendance records are being monitored periodically and suitable action will be taken against habitual late comers and those availing leave without prior intimation/approval. Further it is also informed that appropriate action as deemed fit will be initiated as per Conduct Rules by the Administrative Section in the absence of digital/workflow records

Sd/- Joint Registrar (Admn.)

संलग्नक/Enclosure : O.M.F.No.11013/13/2023-Pers.Policy-A-III dated 15.06.2024

सेवा में/To
The Deans
The Heads of Departments/Centres/Sections
The Staff List
The Faculty List - for information