

JINNAH SINDH MEDICAL UNIVERSITY, KARACHI



Ref. JSMU/Vigil-Comm/ 356 /2016

Dated: 10-11-2016

SAY 'NO' TO CORRUPTION

CIRCULAR

Subject: - DEADLINE OF MARKING BIOMETRIC STAFF ATTENDANCE.

This is to inform all the staff of Jinnah Sindh Medical University (Teaching & Non-Teaching, Regular & Contract employees) that the deadline of marking attendance on Biometric Machine is **9:00 a.m** and the outgoing timings are **3:00 p.m.**

After 9:00 a.m "LATE" will be marked by the machine. Three (03) late comings would be counted as one (01) casual leave on final attendance statement. If casual leaves of a regular employee are exhausted then further late comings would be adjusted from his/her Earned Leaves/ Salary.

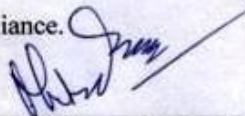
Whereas, in case of contract employees, excess late comings beyond allocated casual leaves as per contract agreement would be adjusted from his/her salary deductions.

As per Notice issued by the office of the Vice Chancellor Vide No. JSMU/V.C(50)/2015/670 dated 07-12-2015 "*All Officers and Staff members (teaching and non-teaching) will mark their attendance through Biometric System, **NO STAFF MEMBER** will be allowed to mark attendance on Muster Roll. Salary to Officers and Staff will be disbursed on the basis of Biometric attendance*".

This issues with the approval of the competent authority for strict compliance.

Copy for information & necessary action to:

1. The Staff Officer to Vice Chancellor, JSMU.
2. The Acting Registrar, JSMU.
3. The Principal, SMC, JSMU.
4. The Vice Principal, SMC, JSMU.
5. The Advisors to Vice Chancellor, JSMU (All).
6. The Director Constituents Institutes of JSMU.
7. The Dean, JSMU (All)
8. All Chairmen & Incharges of Departments, JSMU.
9. The Additional Director Administration, JSMU.
10. The Incharge, I.T Department, JSMU to upload on the JSMU website.
11. ALL Notice Boards, JSMU.
12. Office Record File.


Prof. Dr. Muhammad Azhar Mughal
Chairman,
Vigilance Committee,
Jinnah Sindh Medical University