



**OFFICE OF THE CHAIRMAN VIGILANCE
COMMITTEE
JINNAH SINDH MEDICAL UNIVERSITY KARACHI**

No. F. Dept. / (F/M)/2017: 01

Dated: 25/5/2017

"SAY NO TO CORRUPTION"

CIRCULAR

All the Institutional Heads, Departmental Heads, Section In charges and Administrative Heads are requested to follow in letter and spirit the instructions which have been approved by the Competent Authority to observe punctuality of all staff members of Jinnah Sindh Medical University to make it a role model institution for others to follow it.

1. The official timings of the University and its constituent institutions will be from 8.30 am to 3.00 pm daily and 8.30 am to 12.00 noon on Fridays for all employees. In cases of emergency half hour will be given after which one late will be marked and three late comings in a month will be marked as one casual leave.
2. All the Institutional Heads, Departmental Heads, Section In charges and Administrative Heads are requested to maintain Departmental Attendance Registers with instructions to all staff members to note down the time along with signature for comparison with biometric attendance off and on.
3. It will be no excuse that biometric system is not recognizing the thumb impression as web cam system is also present which is linked with biometric system for marking attendance of such employees.
4. Applications of Casual Leaves/ Earned Leaves from 21st of previous month to 20th of current month after approval from concerned department to be sent to RFID Section so as to keep an up to date record so as to facilitate error free list every month.
5. Rarely when biometric system as well as web cam are not working, slip from Departmental Head/ Section In charge, mentioning the name of employee and time of reporting be sent along with signature and stamp of Head/ In charge.
6. Any employee having any grievance/ objection should come to the Chairman Vigilance Committee with objection in writing through the Head/ In charge of department/ section for verification and to do the needful in light of facts and figures.
7. Teachers having lecture/ practical should be at their place of teaching on time.
8. Complete list of all employees with their employee I.D duly signed by their Heads/ In charges be sent to office of undersigned within two days so as to enable the RFID Section to update the list as early as possible. If an employee of one section is working in some other section, it may be intimated so as to facilitate random checking.



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9. The In charge IT Section is advised to submit daily attendance of Campus II, JSMU so as to keep up to date record of attendance and punctuality.
10. The monthly attendance from 21st of previous month to 20th of current month will be sent through Chairman Vigilance Committee to the Director Finance, Jinnah Sindh Medical University, Karachi.
11. Any employee who has not yet done his/her Biometric is advised to get it done at the earliest, otherwise as attendance will not be picked up, it will go as ABSENT leading to problem in issuance of salary.

**PROF. CAPT. DR. FARHAT H MIRZA
MBBS, MCPS, FCPS
CHAIRMAN
VIGILANCE COMMITTEE
JINNAH SINDH MEDICAL UNIVERSITY
KARACHI.**

Copy for information to:

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