



OFFICE OF THE CHAIRMAN VIGILANCE  
COMMITTEE  
JINNAH SINDH MEDICAL UNIVERSITY KARACHI

No. F. Dept. / (F/M)/ Vigilance Committee/2017: 28

Dated: 10-10-17

"SAY NO TO CORRUPTION"

**OFFICE ORDER**

With the approval of the competent authority the following instructions will come into force with immediate effect:

1. All departmental Attendance Registers be stopped with immediate effect and only valid attendance of time in and out will be biometric attendance on the basis of which all matters related to salary / leave will be decided.
2. In future monthly manual attendance of staff by any department / Section will not be accepted.
3. Printed forms for leave application are available, but some time leave is applied on plain paper. Moreover all columns are not filled and do not contain the seal and signature of the Head of the Department / section the leave forms are forwarded after many days in form of bulk. As per laid down procedure, the application should be given one day before availing leave or in case of emergency, on the day of joining after availing leave. In future leave applications not forwarded in prescribed time along with Employee I.D No, duly signed by the Head of the Department / Section will not be entertained.
4. It has been observed that many staff members do not mark their biometric attendance at the time of leaving the duty. Most of the staff leave place of duty before official time i.e.3:00pm. It is the duty of the Head of the Department / Section to bind his subordinate staff to observe proper office timings, and if some staff member is found absent from his / her place of duty without prior approval of the concerned Head, the staff member will be liable for disciplinary action.
5. Those staff members proceeding on earned leave should follow the laid down procedure and cannot proceed on leave prior to approval of the Competent Authority.
6. All the Departmental Heads / Sections are strictly directed to ensure all the employees of their Department / Section are using biometric attendance system on arrival and departure from duty regularly without fail in case of incomplete attendance data on the biometric machine, the concerned employee shall be responsible for the deduction of his/her salary.
7. All Departmental Head / Sections should communicate these instructions to the employees of their Department by taking their signatures.
8. Every member of the staff should use biometric system while leaving the premises of university and coming back if he or she leaves the campus for some times, as if the employee meets some unto ward accident, many legal complications can arise as the employee will be considered in his/her seat if not marked biometric at time of going out.

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Please note that no one is exempted from marking their attendance through biometric system.  
Implementation of above mentioned terms will come in to force with immediate effect.

*Prof. Capt. Dr. Farhat H. Mirza*  
10/10/2017

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

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 Audit, JSMU
7. The Additional Advisor Admin, JSMU
8. The Advisor Finance, JSMU
9. The Advisor Examination, JSMU
10. The Advisor Legal Department, JSMU
11. The Dean, JSMU
12. The Dean SIOHS (Dental) JSMU
13. The Director IOBHM, JSMU
14. The Dean Institute of Pharmacy, JSMU
15. The HOD Anatomy Department, JSMU
16. The HOD Biochemistry Department, JSMU
17. The HOD Physiology Department, JSMU
18. The HOD Pharmacology Department, JSMU
19. The HOD Pathology Department, JSMU
20. The HOD Community Medicine Department, JSMU



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21. The HOD Forensic Medicine Department, JSMU
22. The Director Research, JSMU
23. The Director Procurement Department, JSMU
24. The Additional Director Administration, JSMU.
25. The Incharge Librarian, JSMU
26. The Incharge, I.T. Department, JSMU to upload on the JSMU website.
27. The Incharge Laboratory, JSMU
28. The Incharge Security, JSMU
29. The Incharge Q-Bank, JSMU
30. The Incharge Human Resource Department, JSMU
31. The Chief Warden Girls/ Boys Hostel
32. The Incharge Main Store, JSMU
33. The RFID, Department, JSMU
34. All Notice Board, JSMU.
35. Office Record File.