

# झारखण्ड केन्द्रीय विश्वविद्यालय

## Central University of Jharkhand

(A Central University established by an Act of Parliament of India in 2009)

(OFFICE OF REGISTRAR – GEN. ADMN.)

No.:CUJ/ 435

Date: 16.02.2017

### OFFICE ORDER

Despite issuance of various instructions from time to time regarding putting signature in attendance register, it is observed that still there is lack of adherence to the above directives. Hence, in continuation of earlier office order/s, all the employees concerned are hereby asked to reach their concerned office for their work on time and shall put their signature in the attendance register. The signature in a column against the date is treated as proof of employee present in the office on that day. The aggregate attendance marked for a month is taken for the purpose of determining the presence of the employee. Hence, the employees concerned are instructed to strictly comply with this office order.

In case, the attendance register has not been signed by anybody, it will be presumed that the employee is absent from work. If, for any reason, anybody claims that he/she is certainly present and didn't sign the register, then it will be treated as defiance of administrative order.

This issues with approval of the Vice Chancellor.

  
16.2.17  
REGISTRAR (I/c)

Copy for information and necessary action to:

1. PS to VC.
2. PS to Registrar
3. PS to Finance Officer
4. Controller of Examinations
5. All Deans /Librarian
6. All Heads/Coordinators of the Centres
7. Dy. Registrars/Asst. Registrars
8. IAO/EE/MO
9. All Employees to refer Notice Board
10. System Analyst for website
11. Concerned File.
12. Guard File.

  
16.2.17  
REGISTRAR (I/c)