



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR

OFFICE OF THE REGISTRAR

Main Campus, Landay Sarak, Charsadda Road, Larama

Email: registrar@sbbwu.edu.pk, Phone .No: 091-9224700,091-9224798

No.01/REG/SBBWUP/2022

Dated: Peshawar, 1st January, 2022

NOTIFICATION

Subject: **RESUMPTION OF EMPLOYEES ATTENDANCE ON BIO METRIC MACHINE**

It is notified for the information of all concerned that upon directives of the Competent Authority, all employees of the University are directed to mark their attendance on biometric machine w.e.f 3d January, 2022.

Since irregularity in attendance and non-punctuality seriously undermine work efficiency which is not condonable, therefore, all employees are directed to be regular and punctual in performing duty and observing official timings. Moreover, as 8 hours duty is mandatory, any employee who comes late, must ensure that he/she performs 8 hours duty, In case of non compliance, the hours of absence will be calculated and salary and leaves will accordingly be adjusted every month.

It is pertinent to mention that absence of one day or more without prior approval of Competent Authority is a violation of service rules, for which minor penalty will be imposed under SBBWUP Employees Efficiency and Discipline Statutes-2016. This is the final notification, after which disciplinary action will be taken under SBBWUP Employees Efficiency and Discipline Statutes-2016.

The Teaching Incharges/Sectional Heads are required to circulate this notification amongst their respective employees working under them. All the staff members of concerned Section/Department must be informed that it is mandatory to seek prior approval from the Competent Authority on prescribed proforma before availing any kind of leave. Furthermore, if an employee absents himself/herself from duty without prior permission, his/her absence shall be treated as leave without pay. Short leaves can be availed only once in a month for two hours duration only and two short leaves will be equal to one leave. If anyone does not comply with these orders, Sectional heads/Teaching Incharges have to report in writing the willful absence/not marking thumb impression on time/irregularity/non punctuality, to the Registrar within a month, after serving a letter of concern to the concerned employee of their respective section/department.

This is issued with the approval of the Competent Authority.

Registrar

Copy for information

1. The Incharges, all Teaching Departments, SBBWUP
2. The Sectional Heads, All administrative Sections, SBBWUP
3. The Deputy Director (ITC). with the request to upload same on University's website
4. PS to Vice Chancellor, SBBWUP
5. Office Assistant (Attendance), SBBWUP

Registrar