

F.No. RGNAU/5314/01/Admin

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

Administrative Notification No. RGNAU/028/2026 Dated 08th May 2026

Sub: Observance of punctuality in attendance of duty!

Instructions have been issued from time to time for observing punctuality in attendance of duty by the employees and marking of attendance on Biometric Machine installed in the University. However, some instances have been come into the notice where the employees have not marked their biometric attendance during in or out time or both.

Attention is invited towards the Administrative Notification No. RGNAU/ESTT/2024/06 Dated 13th December 2024 vide which schedule of working hours, i.e. 09:00 AM to 06:00 PM, was notified for strict adherence by all concerned.

As per extant instructions contained in DOPT OM No. 11013/13/2023-Pers. Policy-A.III dated 15th June 2024, half-a-day's Casual Leave (or EL, when no CL is available) should be debited for each day of late attendance, but late attendance up to an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the Competent Authority. Further, Early leaving is also to be treated in the same manner as late coming. However, in the morning, the time recorded between 9:00 AM and 9:15 AM would not be counted towards the shortfall as this is given for making attendance in Biometric System.

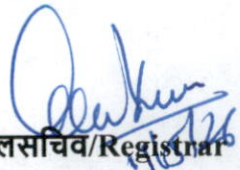
In view of the above, it is reiterated to ensure compliance of the following instructions in letter and spirit:

1. All employees mark their attendance using Biometric Machine installed in University Academic Campus without fail. Marking of attendance using Biometric Machine installed at Hostel Security Point is strictly prohibited. However, employees posted in the Hostel/Residential area are required to mark their attendance in Biometric Machine installed at Hostel Security Point.
2. In case of any technical issue while marking biometric attendance, the same should be brought to the notice of the Computer and Informatics Centre/IT Helpdesk.
3. The IT Cell/Computer and Informatics Centre shall ensure that the biometric machines remain functional at all times.

Further, the CIC/IT Cell is advised to ensure installation/arrangement of additional Biometric Machines at entry gate/point of Administrative Office and Library enabling the employees to mark their attendance well on time. Also, the total time recorded in Monthly Status/Attendance Report should be checked as there are inconsistency in calculation of hours and necessary action be taken to ensure resolution of the same.

All Deans/Heads/Coordinators of the School/Department/Section/Unit should verify the biometric sheet while sending the attendance record of the employees to F&A Section for releasing the salary.

This is issued with the approval of the Competent Authority.


कुलसचिव/Registrar

To,

1. All Deans
2. All Heads/Coordinators of the Departments/Centre/School/Section/Unit – with the request to circulate the same amongst the concerned employees.

Copy to:

1. Finance Officer
2. Controller of Examinations
3. Librarian (Officiating)
4. Faculty-in-Charge, IT/CIC – for necessary action please.
5. All Deputy Registrars
6. Dy. Registrar (Meeting) – to please report it in the next meeting of Executive Council.
7. Officer on Special Duty (AAE & HR)
8. Medical Officer
9. Hindi Officer
10. System Analyst (1) For necessary action with respect to Biometric Machine.
(2) For uploading it on University website.
11. Security Officer
12. PS to the Vice Chancellor
13. PS to the Registrar
14. Office Order/Guard File