



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर [हि. प्र.]

National Institute of Technology Hamirpur [H.P.]

[Under Govt. of India, Ministry of HRD, New Delhi]



No. NIT/HMR/AB/Absentee/2025- 45-75

Dated:- 07/04/2025

To

All the Deans/HOD's/HOC's/Branch Officer's/SMO/Xens,
NIT, Hamirpur (HP).

Subject:- Regarding Absentee statement.

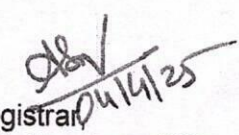
It has been observed that despite of directions issued vide letter no. NIT/HMR/AB/Absentee/2020-3092-3117 dated 16.09.2020 for timely submission of absentee statement in Accounts Section of the Institute some of the HODs/HOCs/Branch Officers are not submitting absentee statements in time in r/o employees working under their control every month due to which Institute has to face administrative issues.

It has now been decided that all the Deans/HOD's/HOC's/Branch Officer's /SMO/Xen's shall submit the absentee statements to accounts Section as per the dates hereunder;

- For Regular Employees of the Institute from 21st to 23rd every month by treating the monthly duty period from 20th to 20th of every month.
- For contractual employees of the Institute from 1st to 2nd of every month by treating the duty period from 1st to 30th or 31st every month.

It is, therefore, requested to adhere the instructions as above, failing which no absentee statement submitted in Accounts Section after due date shall be entertained and the responsibility for non-releasing of salary shall lie upon concerned head.

PLEASE TREAT IT AS MOST URGENT.


Registrar
NIT, Hamirpur (HP)

CC;

1. The Director, NITH, for his kind information, please.
2. ✓ FI (CC), NITH for hosting the same on Institute website.