University of Management and Technology

Lahore

(Office of Human Resources)

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February 28, 2013

NOTIFICATION

Following SOP shall be observed henceforth by all concerned for ensuring desirable attendance behavior in office:

I. All employees of the UMT are expected to observe office timings in letter and spirit and display a responsible attendance behavior.

II. All UMT Staff members are required to mark their attendance using Electronic Attendance Machines. Only attendance marked through the Electronic attendance will be considered.

III. All employees are expected to observe the break timing for lunch and prayer as per UMT rules and remain available in the office for rest of work hours. In case an employee forgets to mark electronic attendance or to inform about short leave/leave/official tours & visits/meetings etc. an email explaining the necessary details is required to be generated by the concerned employee at hrd@umt.edu.pk

IV. Strict disciplinary action under UMT Rules shall be initiated against those found marking attendance for other employees. Such disciplinary action may include award of minor/major penalty including dismissal/termination from service of UMT.

V. If a person is late beyond the period of grace e.g 0900-0930 hours, each and every employee is required to put in minimum prescribed work hours on daily basis. It is the responsibility of line managers to ensure that their employees reporting to them are observing proper timings.

VI. Shortfall in minimum work hours shall be accounted for half casual leave for every 04 hours deficit. In addition, this will be recorded in the Personal File of the employee coming late. It shall be responsibility of the Dean/Director/CoD/HSO to ensure compliance of the SOP for Office Attendance and maintain all necessary records. In case of depletion of Casual leave, deductions shall be made from Earned leave account and will be communicated to the concerned employee and will be cc to Dean/Director/CoD/HSO by OHR.
VII. Attendance performance of each and every employee shall be monitored and reviewed quarterly. In case a person is found to be a habitual latecomer, disciplinary action under UMT Rules shall be initiated that may result in award of minor or major penalty including dismissal/termination from service of UMT.

VIII. All reporting and countersigning officers are expected to reflect punctuality in connection to attendance records in the annual Performance Appraisal of the employees.

IX. All line managers are expected to lead from the front and illustrate responsible attendance behavior to develop culture of punctuality by inspiring others.

X. Employees are required not to leave the office without rendering information to the next senior Office/Controlling Officer/supervisor. The same principle shall apply in case of movement of officers/official outside office on official or personal business. Random monitoring of attendance of all the employees during work hours will be carried out without prior intimation and will result in disciplinary action as may be required.

XI. The primary responsibility for ensuring attendance shall rest with the Dean/Director/CoD/ HSO who can access the Electronic Attendance Reports concerning their staff from OHR.

OHR shall independently review the attendance performance of each employee and report to the Rector on regular basis.

02. This notification is being issued with the approval of the competent authority.

(Ahmad Abdullah)

GM & Head (OHR)

**Distribution:**
- All UMT Staff

**Copy to Information**
- Rector UMT
- All Deans/Directors/CoDs/ HSOs

\[Signature\]
1/3/13