



Letter no.:- 6262/Adm.

Date: 02/12/2022.

OFFICE ORDER

As per the order of Competent Authority, all Faculty, SR, JR, Interns, Regular Paramedical & Nursing Staff/ Employees of IGIMS, Patna have to register themselves on igimshel.nmcindia.ac.in (For AEBAS) by 05TH December 2022.

It is mandatory to mark attendance twice a day (when they come to Institute and when they leave the Institute after work) through Biometric (AEBAS) Device. From the next month the salary will be released on the basis of verification of Biometric attendance.

Office Timing:-

- | | | | |
|----------|--------------------------|---|------------------|
| • Winter | - 08.30 am to 04.30 pm | } | Monday to Friday |
| • Summer | - 08.00 am to 04.00 pm | | |
| • Winter | - 08.30 am to 12.30 pm | } | Saturday |
| • Summer | - 08.00 am to 12.00 noon | | |

Office Timing for Officers & Staffs of Administration Section, Accounts Section, Store Section, M.S. Cell, Engineering Cell, Dean Cell (Academic & Examination), Principal Office (Medical & Nursing College), Library of IGIMS.

- Monday to Friday - 9.00 am to 05.00 pm
- Saturday - 9.00 am to 1.00 pm

Note: - Attendance can be also marked as per the roaster provided by the respective Department / Units.

Kanishk
21/12/22

Deputy Director (Administration),
IGIMS, Patna-14

Date: 02/12/2022

Memo no.:- 6262/Adm.

Copy to:

1. Director/ Dy. Director (Adm). / M.S. I & II/ All HODs/ Dean (Academic)/ Dean, (Examination)/ Principal, Medical college/ Principal, Nursing College/ CAO/ Adm. Off. /All section in charge (Store, Accounts, Engineering Cell)/ O.P.D. in charge/ All notice board of I.G.I.M.S., Patna-14 for information and needful.
2. SE (Blomedical):- with request to upload the same on the Institute website.

Kanishk
21/12/22

Deputy Director (Administration),
IGIMS, Patna-14