



INFRASTRUCTURE DEVELOPMENT AUTHORITY

(A GOVT. OF BIHAR UNDERTAKING)

1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna.

Email- md@idabihar.com Web- www.idabihar.com Phone/Fax: 0612-2675933, 2675935/2675934

Office Order No.- IDA/OO/ 86 /22

OFFICE ORDER

It is hereby circulated for information and needful that Authority has given following directions pertaining to the office attendance:-

- 1) All the employees are hereby directed to reach office in time and adhere to time lines.
- 2) Any employee coming late more than 3 times up to 10 minutes in a month may be warned that action will be taken against him. Any subsequent events will lead to pay cut of ½ day for each event.
- 3) Delays 10 to 30 minutes will be allowed only once a month. Any subsequent delay will lead to pay cut of ½ day for each event.
- 4) If someone comes to office more than 30 minutes without prior permission. ½ day CL will be counted. More than two events in a month will lead to pay cut of one day for each event.
- 5) Habitual late coming will not be tolerated. It is hereby directed that employees should come to office on time. In case of urgent reasons, written prior permission may be taken or written request may be given on arrival. Habitual late coming to office may lead to termination of contract.
- 6) In order to monitor the timeline, the controlling officers are hereby directed to monitor the employees in their wing.
- 7) Every employee is hereby directed to give biometric attendance.

The aforesaid order is enforceable with immediate effect and in accordance with this order salary will be paid.

[Order of the Managing Director dt. 20-10-2022]

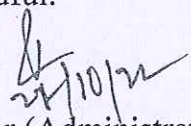
Sd/-

Director (Administration)

Date:- 21/10/22.....

Memo No. 3547/Legal

Copy to :- Director (P.I), I/C Director (Finance), I/C Senior Administrative Officer, I/C I.T Section/Estt. Section/M.D Cell for information and needful.


Director (Administration)