



No. F.TU/REG/MISC/01/2023

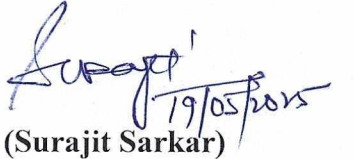
Date: 19.05.2025

NOTICE

It has come to the notice of the authority that certain employees are not maintaining the time table in marking attendance through the Biometric Devices, as notified earlier vide No. F.TU/REG/MISC/01/2023, dated 28.01.2025. This has been viewed seriously by the authority.

All are, therefore, advised to observe punctuality while coming and leaving office as the office timing are from 9:30 A.M. to 5:30 P.M. and mark their attendance through Biometric Devices or through Mobile App. Late arrival by maximum 15 (fifteen) minutes may be graced; and for arrival after the grace period for 3 (three) days, one CL/EL shall be deducted.

This is issued with the approval of the Competent Authority, Tripura University.


(Surajit Sarkar)
Assistant Registrar (i/c)

Copy to:

1. The Head/Head (i/c)/Coordinator, Department/Centre of _____ T.U.
2. The Finance Officer, T.U.
3. The Controller of Examinations (i/c), T.U.
4. The Librarian, T.U.
5. All other Officers, T.U.
6. All Non-teaching Staff, T.U.
7. P.S. to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor, T.U.
8. T.U. website