

A.M.C. MEDICAL EDUCATION TRUST

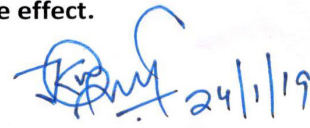
OFFICE ORDER

In suppression of all previous orders / circulars now onwards the duty hours of the teaching faculty / doctors as well as visiting doctors working at the Medical Colleges, Dental collage & Physiotherapy college managed by the AMC Medical Education Trust and its affiliated teaching hospitals to above college will be as under

Sr.	Designation	Duty Hours
1	Teaching Staff (Non Practicing)	Monday to Friday (9.00 AM to 5.00 PM (Recess 1.00 PM to 2.00 PM) Saturday (9.00 AM to 1.00 PM)
2	Teaching Staff (Practicing)	
3	Non Teaching Doctors	9.00 AM to 1.00 PM

- HoDs will be held responsible for the absentism of their staff during duty hours without prior permission of competent Authority.
- Upon registering bio metric attendance late for in time and / or early for out time for three occasions will attract one casual leave (in case of no balance other type of leave) to be deducted.
- Non attendance in bio metric system for In time and / or Out time in a day will be treated as absent.
- The half Casual Leave will be as under
For Morning Session :- 9.00 AM to 1.00 PM
For Noon Session :- 2.00 PM to 5.00 PM
Leave on saturday will be considered as half day leave.
- The Monthly salary will be based on bio metric attendance system only.

This order will come in force with immediate effect.



Dt. 23/01/2019

Deputy Municipal Commissioner &
Secretary AMC MET

CC to

1. Dean NHL MMC/AMC MET Medical /AMC Dental College
2. Medical Suprintendent All Hospitals.
3. Principal Physiotherapy College

Registered Office:

Ahmedabad Municipal Corporation, Dr. Ramanbhai Patel Bhavan, Usmanpura, Ahmedabad - 380 013.

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