



OFFICE OF THE PRINCIPAL, CHARAMPA MAHAVIDYALAYA, BHADRAK
AT/PO-CHARAMPA, DIST:-BHADRAK, ODISHA-756101, Tel No.: 06784230679
e-mail: charampacollege@gmail.com

Order No. 069 CMV/25 Date 17-6-25

OFFICE ORDER

It is hereby informed to all Teaching and Non-Teaching Staff of GIA, SSB Teaching Staff, New GIA - 2017 (Teaching and Non-Teaching Staff), and the Management Staff of all categories that, as per the directives issued by the Department of Higher Education, Government of Odisha, it is mandatory for all staff to mark their daily attendance through the Biometric Attendance System on all working days.

Furthermore, all staff members are required to perform their assigned duties on each working day and must maintain a minimum presence of seven (07) hours within the college premises from the time of arrival.

It is further instructed that the non-teaching contractual/ daily wage employees will arrive at 10 A.M. and discharge their duties till 4 P.M.

In addition, no staff member shall leave the college campus during official working hours without obtaining prior written approval from the undersigned. Any unauthorized absence or movement outside the campus during working hours shall be treated as a violation of duty and will be dealt with strictly as per institutional and government norms.

Deviation from any of the above instructions will be viewed seriously and may invite disciplinary action.

All concerned are directed to comply with this order strictly and with immediate effect.

Amrinder
17-06-25
Principal
Charampa Mahavidyalaya,
Bhadrak

Memo No. 070 /CMV Date 17-6-25

LS
12/6/25
Bhadrak

Copy to Notice Board/ Staff Common Room/ PGF/ H.C./ Website/
Establishment Section for information.

Amrinder
17-06-25
Principal
Charampa Mahavidyalaya,
Bhadrak
LS
12/6/25
Bhadrak