

**INDIAN STATISTICAL INSTITUTE**  
**203 BARRACKPORE TRUNK ROAD**  
**KOLKATA 700 108**

OFFICE ORDER NO. D.O./2015/543 DATED 24 AUGUST 2015

In supersession of all previous orders with respect to attendance recording system, one Attendance Register will be maintained for all workers of the Institute. In each Unit/Department/Division of teaching and research, the names of those categories of staff whose functions are wholly or partly teaching and/or independent research will appear first in the following order :

(1) Distinguished Scientist, (2) Professor (HAG Scale), (3) Professor, (4) Senior Technical Officer, (5) Computer Systems Engineer Grade-I, (6) Systems/Numerical Analyst Grade-I, (7) Associate Professor, (8) Technical Officer Grade-I, (9) Computer Systems Engineer Grade-II, (10) Systems/Numerical Analyst Grade-II, (11) Assistant Professor, (12) Technical Officer Grade-II (Sr. Scale), (13) Technical Officer Grade-II, (14) Computer Engineer, (15) Programmer and (16) Associate Scientist.


These will be followed by the names of other categories of workers. Entries in the register headings (not necessarily the signature) should be in English and Hindi. All Section Heads are requested to ensure that the Attendance Register of respective Units are closed and sent to A/L/L Unit every day so as to reach by 10.30 A.M. positively. The Attendance Registers shall be brought back from A/L/L at 5.45 P.M. only.

Only those categories of staff whose functions are wholly or partly teaching and/or independent research (namely Sl. Nos. (1) to (16) above) may sign their arrival and departure in the registers at any time with the following understanding.

(i) Normally the time spent in the Institute should be approximately equivalent to the duration of normal office hours.

(ii) Workers who have technical or administrative staff under them should arrive at the office as near as possible to the beginning of normal office hours and ensure that the staff helping them have a full day's work.

The order comes into effect from 01 September 2015.

  
(Sanghamitra Bandyopadhyay)  
Director

Copy to : All Heads of Departments/Section/Units including outlying centres/branches  
for information and necessary action  
Head of Centres  
Chief Executive (A&F)  
In-Charge, A/L/L  
Director's Office