

**OFFICE OF THE PRESEIDENT,  
BALASORE TECHNICAL EDUCATION SOCIETY, BALASORE**

Letter No. 1006/BTES/25

Dt. 2/12/2025

**OFFICE ORDER**

As directed, it has been observed from the **Security Register**, information gathered from the **Administration** of the institution, and the **Office of the Management under BTES**, that some members of the **teaching and non-teaching staff of the colleges under the administration of BTES** are reporting late to duty or leaving before **4:45 PM**, despite several warnings issued earlier.

Such practices adversely affect the **academic and administrative environment** of the institution. In view of the above, the following **leave and attendance regulations** shall be implemented **with immediate effect** for all staff members under BTES administration:

1. **Reporting time:**  
Any staff member (teaching or non-teaching) reporting **after 10:25 AM** shall be required to **avail Half Day Casual Leave (CL)** for that day.
2. **Departure time:**  
Any staff member (teaching or non-teaching) leaving the institution **before 4:45 PM** shall also be required to **avail Half Day Casual Leave (CL)** for that day.
3. **Gate Pass Policy:**  
A **Gate Pass** issued to any staff member will be valid for a **maximum duration of 1 hour (1:00 hrs)** for **bank** and other type of work and after return should submit the gate pass to the security person.
4. **Duty Leave for Seminar, Viva, Presentation, External Work, etc.:**  
Any staff member requiring **Duty Leave (DL)** for conducting seminars, viva-voce examinations, presentations, external academic assignments, or similar official engagements must **submit a written application to the Principal**, along with the **official invitation/letter from the host institution**. Without submission of the request letter and the corresponding invitation letter, **Duty Leave** shall not be granted under any circumstances.

**N.B.:** During examination periods, **specific reporting and relieving times** will be communicated by the respective Principals, and all staff members must **strictly adhere to the same without fail**.

All staff members are advised to strictly adhere to the above rules. Non-compliance will be viewed seriously and may attract disciplinary action as per institutional norms.

*[Signature]*  
Admn. Officer,  
BTES, Balasore

Memo No. 1007/BTES/25

Copy to the Principal, BSE, SCE, CBST, SACP. Balasore for information, and calculate to each staff under their administration.

*[Signature]*  
Admn. Officer,  
BTES, Balasore

Memo No. 1008/BTES/25

Copy to the establishment, BSE, SCE, CBST, SACP. Balasore for information, NA.

*[Signature]*  
Admn. Officer,  
BTES Balasore

*[Signature]*  
2-12-25