



TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

Delhi Road, Moradabad (U.P)

E-Mail: registrar@tmu.ac.in

Phone No.: 0591-2476813

Ref. : TMU/R.O./2022-23/Adm/027

Date: 07.10.2022

Circular

In view of the streamlining the system pertaining to punch corrections of the employees of the University, on ERP, the University has decided the following:

1. An employee can apply for a maximum of three punch corrections in a month from October 2022. In case of punch corrections exceeding three in a month, such cases shall automatically be transferred to the HR Department which after the approval of the Higher Authorities shall forward it to the Payroll for implementation.
2. Remarks should be placed by the Reporting Officer/Approving Authority for punch corrections/missed punches.
3. For the incoming punch, the early punch shall be restricted to 30 minutes from the scheduled incoming time for the purpose of calculation of attendance.

This is issued with the approval of Hon'ble Vice Chancellor.

(Aditya Sharma)

Registrar

Copy to:

I.

1. P.S. to Hon'ble Chancellor
2. P.S. to Hon'ble Vice Chairman
3. P.S. to Hon'ble Vice Chancellor
4. Director-Corporate Affairs
5. Director-Administration
6. Controller of Examinations
7. Director-Hospital Administration
8. Dean-Students' Welfare
9. Finance Officer
10. Director-Hospital Planning & Development/Chief Warden
11. Director-CTLD
12. Director-CRC
13. Medical Superintendent (Hospital)
14. Joint Registrar-R & D
15. Joint Registrar-Alumni Relations
16. Additional Chief Warden
17. Jt. Director-Security, Students' Welfare & Admin.

- II. 1. Associate Dean-Academics
2. College Principals as above

18. Joint Director-Admissions
19. Joint Director-Outreach & Extension Activity
20. Dy. Director-Accounts
21. Deputy Registrar-HR
22. Assistant Registrar-Registration & Migration
23. Assistant Registrar-Student Welfare & Cultural Affairs
24. Head-IT
25. Head-Digital Marketing
26. Head-ERP Cell
27. Manager-HR/Establishment
28. Manager-Transport
29. Electrical Engineer
30. Engineer-Constructions, Engineering & Maintenance
31. Sr. Executive- Constructions, Engineering & Maintenance
32. Executive-Purchase & Stores
33. Hostel Wardens
34. University Library
35. Audio-Visual Section