VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA

ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବୁର୍ଲା

(A UGC Recognized State Government University by an Act of Assembly, Estd. -1956)
P.O. Engineering College, Dist: Sambalpur, Odisha, (India) -768 018
www.vssut.ac.in. e-mail: vc@vssut.ac.in, registrar@vssut.ac.in

No. VSSUT/OOR-10/ 333 / 2026   Dated: 25.03.2026

OFFICE ORDER

All the regular employees (Teaching & Non-teaching), Guest faculty, Outsourcing staff & Ph.D students are requested to put their biometric in A.E.B.A.S devices on all working days as per the following schedule during the summer office timing w.e.f. 02.04.2026 to 30.06.2026.

Days	Check in time	Check out time
Monday to Saturday (Except 2nd & 4th Saturdays)	06.30 AM to 08.30 AM	12.30 PM to 2.30 PM

N.B.:-

- *Attendance given before 06.30 AM and after 02.30 PM will not be considered.*
- *Minimum stay in the University shall be 6 hrs. in a working day.*

For Central Library and CCF

Days	Shift	Check in time	Check out time
Monday to Saturday (Except 2nd & 4th Saturdays)	1st	07.00 AM to 07.30 AM	01.00 PM to 01.30 PM
	2nd	03.00 PM to 03.30 PM	09.00 PM to 09.30 PM

By the order of the Vice-Chancellor,

REGISTRAR
Dated: 25.03.2026

Memo No: - VSSUT/OOR-10/334 / 2026
Copy to:

1. All Deans / Director, IQAC/ HODs/ Professor T&P/ PICs/ Workshop Suptd./ COE/ COF/ OS/ SOs with a request to circulate among the staff of their respective Department/Section.
2. PIC, Central Computer Facilities for information and necessary action.
3. PIC, Central Library for information and necessary action.
4. Dean, Faculty & Planning for information with a request to hoisting this in the notice section of the University website.
5. PA to VC for kind information of Hon'ble Vice-Chancellor.

REGISTRAR