

**KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES
PROCEEDINGS**

KUFOS - Estt. I - Working hours of non-teaching staff of the University - Modified - Fourth Saturday declared as holiday - Flexi punching permitted - Orders issued

GENERAL ADMINISTRATION

No. GA1/1062/2022
Dated .03.2022

Panangad,

- Read: - 1. Order No. GA2/583/2019 dated 18.10.2019
2. Representation of the General Secretary, Kerala Fisheries University Employees Union dated 02.02.2022
3. Representation of the President, Kerala Fisheries University Employees Association dated 14.02.2022.
4. Decision on Agenda no. 1602/22 of the 79th session of Governing Council held on 26.02.2022

ORDER

As per order read 1st above, orders were issued adopting five days a week pattern in KUFOS for the faculty members other than non-teaching staff based on the decision of 64th session of Governing Council held on 15.06.2019. The timing of work was fixed as from 9.00 A. M. to 5.00 P. M. with one hour lunch break from

1.00	P.	M.	to	2.00	P.	M.
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The present working hours of non-teaching staff in the University is from 9.30 A.M. to 4.30 P. M. from Monday to Saturday with a break of 45 minutes from 12.45 P. M. to 1.30 P.M. for lunch.

The President, Kerala Fisheries University Employees Association and General Secretary, Kerala Fisheries University Employees Union have requested to extend the benefit of holiday on Saturday sanctioned to teaching staff, to the non-teaching staff also, vide references read 2nd and 3rd above.

As per sub-section (2) (e) of Section 14 Chapter III of KUFOS (Amended) Act 18 of 2021, the University Governing Council is empowered to determine the services of the employees and teachers of the University and to prescribe their terms and conditions of service.

The matter was ordered to be placed before the 79th session of Governing Council on 26.02.2022. The Governing Council considered the matter and resolved the following:

1. Though the service organizations have requested to treat all Saturdays as holiday, the fourth Saturday is declared as holiday for all non-teaching staff in order to contain the non-plan expenditure on account of fuel cost, electricity charges and energy charges of various equipments and other related expenses.
2. The duration of 7 working hours that is lost if one Saturday is treated as holiday shall be compensated by extending the working hours by 20 minutes in the afternoon session. The timing is fixed as from 09.30 AM. to 4.50 PM. As the University has implemented Biometric Punching System with Face Detection software, flexible punching time from 8.30 AM to 5.50 PM is implemented. Every employee, viz, Statutory Officers, Heads of Departments and non-teaching staff has to work 7 hours 20 minutes on each working day with a break of 45 minutes. The concerned Controlling Officers shall supervise the working hours observing the flexible punching timing.
3. Further, in order to attend to unavoidable official works and sending urgent communications to Government and other offices, four employees in the cadre mentioned below shall attend duty on rotation basis on the 4th Saturday. Such officers shall be sanctioned compensation leave in the succeeding month.





- a) Joint Registrar /Deputy Registrar/Assistant Registrar
b) Section Officer/Section Assistant
c) LDV Driver cum Office Attendant
d) Office Attendant

4. Flexi punching is extended to the teachers also without compromising the timetable. The Dean of Faculty/Head of Departments concerned shall ensure that the teachers are attending eight hours duty between 08.30AM and 05.30 P. M. while implementing flexi punching.

Orders are issued accordingly. These orders shall take effect from 01.04.2022. Orders on the working hours of Library, Lab and Farm Staff shall be issued separately.

By order of Governing Council

REGISTRAR i/c

To

1. The President, Kerala Fisheries University Employees Association
2. The General Secretary, Kerala Fisheries University Employees Union

Copy to: - The Joint Director, KSA Department, KUFOS/Deans of Faculties (for circulation among the teachers)/Director of Research/Director of Extension/Director of Planning & Development/Finance Officer/Controller of Examinations i/c/University Engineer/Officers in charge of Research Station and Regional Centres/Joint Registrar/All Dy. Registrars, Asst. Registrars and Section Officers (for circulation among all non teaching Staff under their control)/Programmer/Fin 1 and Fin2 Sections/PS to VC/PA to Registrar/SF/Spare.

