जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
धन्वंतरि नगर, पुदुच्चेरी – 605 006
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION AND RESEARCH
(An Institution of National Importance under the Ministry of Health and Family Welfare)
Dhanvantari Nagar, Puducherry - 605 006

ADMIN-II (OUTSOURCING SERVICES WING)

No. JIP/Admin-II/OSW/1(6)/2023 Date:

CIRCULAR

Sub: Submission of Attendance of Outsourced Workers – Reg.

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It is hereby informed that all concerned Departments/Sections/Units are to submit the monthly attendance details of outsourced workers engaged under their respective Departments/Sections/Units to the concerned Outsourcing Agencies. The attendance for the preceding month shall be submitted on or before the 2nd day of every month, without fail, in the prescribed format.

The Heads of the concerned Departments/Sections/Units shall ensure that the attendance submitted is duly verified and authenticated by the designated officer before forwarding it to the concerned Outsourcing Agencies, JIPMER so as to pay the monthly wages to the workers on or before 7th of every month in compliance of labour code on wages.

This issues with the approval of the Competent Authority.

Digitally signed by
Hawa Singh
Date: 28-09-2026
16:13:46

HAWA SINGH
CHIEF ADMINISTRATIVE OFFICER

To

The Heads of the concerned Departments/Sections/Units

Copy to:

1. PS to Director/Medical Superintendent/DD (A)/SFA/Dean (Academic)/Dean (Research)/Dean, Karaikal/ Nodal Officer, Yanam
2. Officer In-Charge, Housekeeping Services/Sanitary Unit.
3. Officer In-Charge, Various Skilled Manpower.
4. Officer In-Charge, Security Service.