



ZORAM MEDICAL COLLEGE & HOSPITAL

Government of Mizoram
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Dated Aizawl, the 20th June, 2025

OFFICE ORDER

No.A.48019/1/2024-ZMC (E): In pursuance of Government's instruction vide Notification No.C.31015/6/2024-GAD dt. 17.09.2024 and in continuation of this office order of even No dt.30.09.2024 and in the interest of public service, all categories of employees under Zoram Medical College & Hospital are hereby instructed to register themselves at KAI Application within a period of 15(fifteen) days from the date of issue of this office order.

The following instructions are to be strictly observed in connection with the Government's standing instructions and maintenance of regularity and punctuality in the work place:

- (i) All categories of employees are instructed to sign in the KAI Apps not later than 9:30 AM and sign out not earlier than 5:00 PM during all working hours.
- (ii) If there is un avoidable circumstance and any employee is not able to sign in before 9:30 AM, **late appeal** should be submitted through **Late Appeal Button** and if there is any sufficient reason to leave office before 5:00 PM in summer and 4:00PM in winter, appeal should be submitted through Early Appeal Button.
- (iii) An official who performs duty outside the hospital/office area and could not sign in the KAI Apps should submit **ON DUTY** Request through an Appeal button in the Profile page. This requires approval from the Managers of KAI Apps.
- (iv) All employees who perform their duty **ON ROSTER BASIS** should submit ON DUTY Request through an Appeal button in the profile page and they are informed to mention the beginning and ending of their duty period.
- (v) Leave should however be applied through the normal procedures.
- (vi) Attendance Register shall not dispensed with especially for the employees who perform their duty on ROSTER BASIS.
- (vii) In case of any problem in using the KAI Apps, it may be brought to the notice of Superintendent and Deputy Director (Administration).
- (viii) Failure to comply with this instruction shall be viewed seriously by the competent authority.

Sd/-Dr. JOHN ZOHMINGTHANGA

Director

Zoram Medical College & Hospital, Falkawn

Dated Aizawl the 20th June, 2025

Memo: No. A. 46015/1/2021-ZMC

Copt to:

1. PA to Director/Registrar/Medical Superintendent/Dean/All Admn. Officers/All HoD.
2. Web Manager for uploading in dept. website.
4. Notice Board/Guard File.

Director

Zoram Medical College & Hospital
Mizoram; Falkawn