

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 4th December, 2018

OFFICE MEMORANDUM

Subject: Punctuality and Monitoring of attendance of Biometric Attendance System, in MoWR, RD & GR – regarding.

In continuation to this Ministry's circular No. C-13015/4/2015-Admn dated 16.11.2016 on the subject above, the undersigned is directed to attach herewith a copy of the print out of the attendance as recorded in the Aadhar Enabled Biometric Attendance System for the month of October, 2018 in respect of officers and employees of the Ministry of Water Resources, RD & GR who used to arrive office after 09.30 a.m. in the morning and failed to put in the average working hours of 08 hours and 30 minutes per day. It will be seen from the attached records of the AEBAS that many officers working in the Ministry failed to adhere to the office timings (9.00 a.m. to 5.30 p.m.) and did not put in the mandatory working hours of 8.30 hours per day.

2. All the concerned Controlling Officers/Divisional Heads are requested to kindly see the attached AEBAS records and to take remedial action in the matter in respect of officers/employees in their respective Divisions/Sections who failed to put in the mandatory working hour of 8.30 hours per day.


3. All officers/employees may kindly note the following instructions for strict compliance:-

a. The office timing is 9.00 am to 5.30 pm and it is mandatory that the officers and staff clock in their attendance by 9.00 am to complete the required 8 hours and 30 minutes.

b. All officers and staff are directed to mark their attendance upon their arrival at office and at the time of their departure from office on AEBAS.

c. Half a day's leave shall be deducted from the Casual Leave/Earned Leave account of the officers/staff who fail to adhere to the above instructions.

Encl: As above.


(A.K. Kaushik)

Under Secretary to the Govt. Of India

To:

1. All Wing Heads in the Ministry of Water Resources, RD & GR.
2. All Division Heads in the Ministry of Water Resources, RD & GR.
3. All Branch Heads/Section Officers, Ministry of Water Resources, RD & GR.

Copy for information to:

1. PS to Secretary/ PS to AS/ PPS to JS (A)/ PPS to JS (IC & GW)/ PPS to JS & FA, MoWR, RD & GR.

**List of Officers coming after 9 30 AM and not completing average 08 30 daily hours for
the Month of October 2018**

Sl No	Emp Id	Name	Designation	Division	Avg. Intime	Avg. Outtime	Daily Avg. Hours
1	508184	Abhinav Baluni	ASO	E-Gov	09:44:11	17:31:10	07:46:59
2	235423	Abhishek Meena	ASO	GA	09:46:12	17:53:38	08:07:26
3	457663	Aditi Joon	ASO	E-Gov	09:50:09	17:22:58	07:32:49
4	382171	Aditi Meena	Steno 'd''	Pen Riv	09:41:55	17:51:16	08:09:21
5	444519	Afraz Khan	Steno D	Hindi section	10:19:03	17:09:58	06:50:55
6	434327	Ajay Kumar	ASO	GWE	09:42:37	17:43:04	08:00:27
7	70099	Ajit Singh	MTS	BM section	09:37:32	17:35:18	07:57:47
8	334101	Aman Bishnoi	ASO	Coord	10:01:13	17:36:01	07:34:48
9	918468	Amit Ahlawat	MTS	MI Stat	10:50:28	17:30:59	06:40:31
10	648304	Amrish Kumar	JSA	Admn	10:00:36	17:55:16	07:54:39
11	582377	Anil Kumar	Assistant Engineer	Pen River	10:32:13	17:27:21	06:55:08
12	132564	Anit Kumar	Steno	FM	09:31:05	17:55:48	08:24:43
13	678189	Arun Kumar Tyagi	Personal Assistant	EA	09:39:32	17:45:40	08:06:08
14	299513	Avinash Kumar	ASO	Coord	09:43:31	17:53:52	08:10:21
15	678793	B.h. Thangmawi Vaiphei	Section Officer	E A Section	09:31:35	17:40:56	08:09:20
16	770272	Banarsi Ram	Consultant	NWM Section	10:03:28	17:56:31	07:53:02
17	885546	Basant Kumar Mishra	MTS		09:56:09	17:49:33	07:53:24
18	849312	Bisny Suresh Kumar	Section Officer	Ground Water	09:32:43	17:58:35	08:25:52
19	953348	Brij Behari Sharma	Others	Transferred emp division	09:31:21	17:36:53	08:05:32
20	508114	Chander Kishor	ASO	Admn	10:07:08	17:45:58	07:38:50
21	585733	Chander Shekhar Chhabra	Personal Secretary	National Hydrology Project (NHP)	09:41:20	17:55:58	08:14:38
22	420966	Chandra Ganguly	Personal Assistant	MI Stat	10:04:24	17:36:07	07:31:43
23	471302	Charu Upadhyay	Consultant	NWM Section	10:38:49	17:54:12	07:15:24
24	45744	Chintamani	MTS	E-Gov	09:36:18	18:00:14	08:23:56
25	362239	Deepa Taneja	Personal Assistant	PP wing	09:33:06	17:33:50	08:00:44
26	882202	Devi Charan	SSA	Canteen	10:05:28	17:52:32	07:47:03
27	890624	Devi Dass	Senior Computer	E A Section	09:51:28	17:39:07	07:47:39
28	42060	Dhanvati Devi	SSA	Estt. II section	09:44:11	17:42:08	07:57:56
29	235986	Dharam Prakash	Assistant Director	NHP	09:45:39	17:59:34	08:13:55
30	857399	Dhyan Singh	JSA	MI Stat	10:42:31	17:44:24	07:01:53
31	690168	Dinesh Kochhar	ASO	GW Desk section	09:39:44	17:32:54	07:53:10
32	535528	Dinesh Singh Rawat	JSA	Coord	09:41:45	17:32:14	07:50:29
33	635292	Divesh Garg	Senior Technical Assistant	MI Stat	10:11:47	17:33:23	07:21:36
34	280755	Durga Bhattacharjee Dash	Personal Private Secretary	MI Stat	10:27:59	17:27:50	06:59:51
35	182864	Gajender Singh	MTS		09:43:30	17:40:22	07:56:52
36	903094	H.paulien Gangte	ASO	PSU section	10:20:52	17:39:05	07:18:13

37	624001	Harinarayan Tiwari	Consultant	NWM Section	09:54:20	17:59:49	08:05:28
38	301035	Harleen Birdi	Junior Statistical Officer	Indus wing	09:33:08	17:38:32	08:05:24
39	563869	Hema Narang	Personal Assistant	BM section	10:04:37	17:32:43	07:28:05
40	965577	Himanshi	Junior Translator	Hindi section	09:33:34	17:56:51	08:23:17
41	650040	Jatin Kumar	ASO	E.IV	09:33:20	17:32:54	07:59:34
42	239156	Kamal Kumar Chakravorty	Personal Assistant	Indus	09:37:33	17:47:56	08:10:24
43	534148	Ketan	ASO	Pen River	09:54:54	17:38:48	07:43:55
44	423433	Kundan Kumar	MTS	Vigilance	09:32:19	17:40:08	08:07:49
45	887123	Lakshmi Chandra	Section Officer	PP wing	09:44:35	18:09:27	08:24:52
46	766911	Mahender Singh	JSA	MI Stat Division	09:30:35	16:47:59	07:17:24
47	239136	Manager Ram	JSA	E A Section	10:17:29	18:45:35	08:28:06
48	381803	Md. Waqqar Azam	ASO	NWM Section	09:55:44	17:30:19	07:34:35
49	181710	Md.sarwar Alam	ASO	Parliament section	10:04:26	18:18:25	08:13:59
50	124938	Mukesh Maurya	ASO	Indus wing	09:46:57	17:59:31	08:12:34
51	550254	Naveen Kumar	MTS	Canteen	09:56:27	17:24:34	07:28:07
52	827642	Navneet Yadav	ASO	Budget section	10:09:10	18:28:23	08:19:12
53	31209	Neeru Panchal	Stenographer	B&B	09:37:06	16:59:13	07:22:07
54	931482	Neha Sharma	Steno D	GW Desk section	09:48:27	17:36:08	07:47:40
55	696518	Nishant Kumar	Steno 'd' (csss)	Transferred emp division	09:38:00	17:38:42	08:00:42
56	980122	Om Prakash Katoch	ASO	EA&IC	09:42:25	17:58:30	08:16:04
57	815536	Parveen	MTS	E.III	09:59:07	17:35:07	07:36:00
58	539021	Pinki Pandey	Section Officer	PP wing	10:41:00	17:32:22	06:51:22
59	954131	Prabha Gandhi	Personal Assistant	B & B wing	09:41:01	18:04:52	08:23:51
60	971700	Pradnya Mathur	Consultant	NWM Section	10:36:51	17:34:08	06:57:17
61	56596	Pronit Sengupta	ASO	PP wing	10:05:49	17:55:50	07:50:01
62	509092	R. K. Venkateswaran	Personal Assistant	Pen River	10:45:53	19:04:46	08:18:54
63	170846	Rajendra Kumar	Accounts Officer	PAO, MoWR,RD&GR;	10:40:20	17:34:10	06:53:50
64	167375	Rajendra Kumar Meena	Steno D	NWM Section	09:31:51	16:58:01	07:26:11
65	661006	Rajendra Prasad	MTS	E-Gov section	09:43:30	18:12:10	08:28:39
66	773343	Rajesh Kumar	JSA	Indus wing	09:38:10	17:42:35	08:04:25
67	186464	Rajesh Kumar	Section Officer	Pen River	10:10:22	18:35:29	08:25:07
68	739124	Rajitta Katyal	Steno D	Indus wing	09:44:13	18:06:13	08:22:00
69	701174	Rakesh Kumar	ASO	Admn	10:18:42	18:09:30	07:50:48
70	449957	Rakesh Kumar	Principal Private Secretary	PP wing	10:13:06	18:08:10	07:55:04
71	581793	Ram Shankar Mishra	ASO		09:43:16	17:58:54	08:15:38
72	268709	Ravinder Kumar	MTS		09:52:47	18:16:13	08:23:26
73	650025	Ravindra Nath	JSA	Estt. I section	09:36:06	17:56:36	08:20:31
74	918032	Samiya Jahan	ASO	FM	09:33:17	17:57:25	08:24:08
75	282938	Sanjay Kumar Gaur	Section Officer	SPR	10:56:19	18:06:00	07:09:41

76	861396	Satya Narayan Behera	MTS	SPR	09:36:45	17:30:37	07:53:52
77	482587	Saurabh	ASO	Coordination Unit	09:31:52	17:41:38	08:09:46
78	101114	Saurabh Katyal	Stenographer	MI Stat	09:45:13	17:58:57	08:13:44
79	751535	Savita Arora	Private Secretary	CADWM Section	09:36:38	18:03:43	08:27:05
80	760304	Savita Kapahi	Personal Secretary	CADWM Section	10:06:29	17:30:34	07:24:05
81	442052	Shashi Chadha	Private Secretary	MI Stat Division	10:27:56	17:16:16	06:48:20
82	852258	Shashi Kumar	ASO	E.I	09:39:57	17:45:49	08:05:52
83	718183	Shashikant Kumar	MTS	Pen River	09:36:17	17:46:24	08:10:07
84	788970	Sheetal Kumari	Stenographer	FM	10:18:25	17:47:54	07:29:30
85	868153	Shikha Tyagi	ASO	Transferred emp division	09:30:11	17:29:11	07:59:01
86	636422	Smt. Shraddha Mathur	Assistant Director	Hindi section	09:36:59	17:28:44	07:51:44
87	481655	Subrata K Basu	US	PP wing	09:46:41	18:00:30	08:13:49
88	404662	Sudama Das	MTS	Office of the Joint Secretary (Admin)	10:41:09	18:47:03	08:05:54
89	334875	Sudershan Kumar	MTS	Admn	10:15:51	18:35:44	08:19:53
90	335834	Sunita	MTS		10:23:02	17:48:36	07:25:34
91	226526	Sunita Jaluthra	Personal Secretary	SPR	09:45:51	17:30:25	07:44:34
92	410711	Surender Kumar	MTS	E A Section	11:14:30	17:57:47	06:43:17
93	651557	Sushil Kumar	SSA	Cash section	10:28:48	17:50:12	07:21:25
94	76981	Sushil Kumar Bhadana	Staff Car Driver	General admin section	09:58:12	17:28:44	07:30:32
95	356736	Swati Mahajan	Steno D	Vigilance	09:42:52	17:39:24	07:56:32
96	355842	Varun Mittal	MTS	MI Stat Division	10:00:34	17:49:36	07:49:02
97	872023	Veer Singh Rathore	Principal Private Secretary	National Hydrology Project (NHP)	09:38:45	18:08:32	08:29:48
98	650864	Vijay Kumar	ASO	IEC section	09:32:58	17:45:42	08:12:44
99	288316	Vimal Kumar Gaur	Junior Officer		09:58:57	18:31:25	08:32:27
100	173263	Vishal Sharma	SSA	GA	09:31:44	17:39:09	08:07:26
101	260183	Vivek Bhushan Fuley	Senior Technical Assistant	CADWM Section	10:31:30	18:46:41	08:15:11
102	781116	Vivek Negi	ASO	Estt. IV section	09:42:28	18:01:40	08:19:12
103	938560	Yatin Thapar	Junior Statistical Officer	Indus wing	10:12:45	17:56:08	07:43:23
104	84711	Yogita Anand	Personal Secretary	Admn	09:36:35	17:37:01	08:00:26