

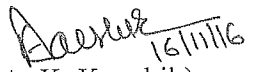
901
No.C-13015/4/2015-Admn
Government of India
Ministry of Water Resources, RD & GR
(ISO 9001:2008 Certified)

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 16th November, 2016

Subject: Punctuality and Monitoring of attendance on Biometric Attendance System (AEBAS) in MoWR, RD&GR-reg.

It has been found that some of the officers/staff members have not been registered in biometric attendance. As such officers/staff members are requested to get them registered in biometric attendance latest by 30th November 2016 and are directed to maintain strict punctuality in office and mark their attendances in the AEBAS both on arrival and departure times i.e. 9:00 A.M. and 5:30 P.M with immediate effect.

2. Officers/staff members failing to get them registered in biometric attendance by 30th November, 2016 will not be treated on duty from the month of December onwards.
3. All the officers/staff members are to comply with the instructions of DoPT on punctuality which inter alia includes provisions as follows:-
 - a) All Officers and Officials are required to mark their attendance upon their arrival at office and at the time of their departure from office on AEBAS.
 - b) The office timings are from 9:00 A.M. to 5:30 P.M. with a 30 minutes lunch break from 1.30P.M. to 2:00 P.M. These timings are to be scrupulously observed.
4. Necessary action will be taken as per rules if any officer/official fails to maintain punctuality or mark attendance in the AEBAS.


(A. K. Kaushik)

Under Secretary to the Govt. of India
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To

1. All Wing/Divisional Heads in MoWR, RD&GR
2. All Officers/Sections in MoWR, RD&GR
3. ☒ NIC Cell for uploading

Copy to:-

1. PPS to Secretary (WR, RD&GR)/PS to OSD (WR, RD&GR)
2. ☒ PPS to JS(Admn & GW)/PPS to JS(PP)/PPS to JS&FA/Sr. PPS to MD(NMCG)
3. PS to Hon'ble Minister(WR, RD&GR)
4. PSs to Hon'ble Ministers of State(WR, RD&GR)