

F. No. A.50/48/2017-Admn.
Government of India
Ministry of Water Resources, RD & GR
Administration Section

Shram Shakti Bhawan, Rafi Marg
New Delhi
Dated the 2nd May, 2017

OFFICE MEMORANDUM

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

The undersigned is directed to refer to the e-mail dated 12/04/2017 of Joint Secretary(Admn) to all the officers/staff of this Ministry, forwarding therewith Biometric Attendance report of these officers. It was also directed that a minimum of 8.5 hours a day are required to be clocked by each officers for the month of March, 2017. The officers/staff were also directed to submit reasons for not achieving the mandatory 8.5 hours a day through their controlling officers.

2. Explanations from the officers/staff whose names are indicated in the Annexure of this O.M. have not been received within the prescribed time.
3. Officers/staff whose names are indicated in the Annexure are hereby directed to submit reasons as to why administrative/disciplinary action shall not be initiated against them for not obeying the instructions of the Government in the matter of maintaining punctuality and also not complying with the orders of JS(Admn.) for submission of reasons for their absence/non-clocking of mandatory working hours.

Encl: As above


2.5.17

(Y.P. Yadav)

Under Secretary to the Govt. of India
Telephone No. 23710303
E Mail:- usadmn-mowr@nic.in

To:

1. Officers/staff whose names are indicated in Column 3 of the Annexure.
2. Divisional Heads/Under Secretaries of the Ministry.
3. PPS to Secretary (MoWR, RD&GR)/PPS to JS(Admn.)

	Emp id	Emp Name	Designation
1	70099	Ajit Singh	Multi Tasking Staff
2	582377	Anil Kumar	Assistant Engineer
3	807659	Anil Kumar	Principal Private Secretary
4	883381	Arun Kumar	Stenographer 'd'
5	705976	Ashok Gupta	Director
6	566455	Ashok Kumar	Multi Tasking Staff
7	659607	Ashok Kumar	Assistant Section Officer(aso)
8	958224	Avanti	Deputy Director
9	911769	Bachan Singh	Junior Secretariat Assistant
10	771710	Balam Singh Mehta	Wash Boy
11	603235	Chanderpal	Multi Tasking Staff
12	890624	Devi Dass	Senior Computer
13	690168	Dinesh Kochhar	Assistant Section Officer (aso)
14	176138	Dudh Nath	Multi Tasking Staff
15	182864	Gajender Singh	Multi Tasking Staff
16	487919	Gaushe Alam	Stenographer 'd'
17	382174	Gokul Yadav	Multi Tasking Staff
18	75768	Harender Singh	Junior Secretariat Assistant
19	969807	Hari Prasad	Junior Secretariat Assistant
20	133440	Harish Kumar	Stenographer 'd'
21	570732	Jai Prakash	Junior Secretariat Assistant
22	700842	Jay Pal Singh	Multi Tasking Staff
23	494837	K.m.m Alimal Migothi	Economic Advisor
24	131957	Lalji	Senior Computer
25	80276	Liladhar Upadhyay	Assistant Section Officer(aso)
26	754045	Lokender Kumar	Driver
27	728038	Maharaj Singh	Junior Secretariat Assistant
28	368154	Mahendra Singh Varma	Senior Joint Commissioner
29	466477	Manish Jain	Assistant Section Officer(aso)
30	672443	Manoj Aswal	Senior Secretariat Assistant
31	475878	Mukesh Kumar	Multi Tasking Staff
32	931482	Neha Sharma	Stenographer 'd'
33	772264	Om Prakash	Multi Tasking Staff
34	455497	Partap Singh	Junior Secretariat Assistant
35	573236	Pramod Kumar	Multi Tasking Staff
36	444180	Raj Kumar	Junior Secretariat Assistant
37	740885	Rajender Singh	Junior Secretariat Assistant
38	661006	Rajendra Prasad	Multi Tasking Staff
39	808667	Ram Ji Lal	Multi Tasking Staff
40	396326	Ramesh Kumar Hatwal	Multi Tasking Staff
41	541855	Randhir Singh	Private Secretary
42	829211	Ravinder Singh	Junior Assistant
43	192355	Rekha Deharia	Personal Private Secretary
44	40627	Sandeep Gupta	Assistant Section Officer (aso)
45	155745	Satish Chander	Multi Tasking Staff
46	636422	Smt. Shraddha Mathur	Assistant Director
47	334875	Sudershan Kumar	Multi Tasking Staff
48	410711	Surender Kumar	Multi Tasking Staff
49	575995	Surender Kumar	Junior Secretariat Assistant
50	918170	Suresh Kumar	Multi Tasking Staff
51	395591	Suresh Kumar Sahu	Senior Secretariat Assistant
52	630279	Sushil Kumar	Attendant
53	690642	Sushila Gupta	Personal Assistant
54	792818	Tejpal Singh Sehrawat	Principal Private Secretary

55	104031	Vijay Kumar	Senior Secritariat Assistant
56	962156	Virender Kumar Gupta	Draftman
57	669595	Vivek Kumar	Multitasking Staff
58	409346	Yogendra Prasad Yadav	Under Secretary