

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 7th June, 2017

OFFICE MEMORANDUM

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

Reference is invited to this Ministry's various circulars regarding adherence to punctuality and DoPT OM No.11013/9/2014-Estt (A-III) dated 21.11.2014 and to state that 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 themselves registered in biometric attendance latest by 15.06.2017.

2. Officers/staff members failing to get them registered in biometric attendance by 15.06.2017 will be treated as absent from 16.06.2017 onwards.

3. All the officers/staff members are to comply with the following instructions scrupulously:-

- a) 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.
- b) It is mandatory that the officers and staff clock in their attendance by 9.00 A.M to complete the required 8.5 hours. Mere clocking of 8.5 hours a day without observing the actual in time i.e., 9.00 AM will not qualify for being considered as being punctual and action as deemed fit shall be initiated against him/her, accordingly.
- c) A grace of 10 minutes is permitted for marking the attendance and late coming on two occasions of not more than one hour with the prior approval of controlling officer.
- d) Half a day's leave shall be deducted from the Casual Leave account of the officers/staff in case it is found that the officers/staff have exceeded the permissible grace period as mentioned in (c) above, leave of the kind due and admissible, shall be deducted in case there is no CL available. This will be strictly implemented from 08.06.2017.


(Akhil Kumar)

Joint Secretary to the Government of India

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To

1. All Wing/Divisional Heads in Mo WR,RD&GR
2. All Officers/Sections in Mo WR,RD&GR
3. NIC Cell for uploading on intranet.
4. PAO, MoWR,RD&GR.

Copy to:-

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