CIRCULAR

Subt: Monitoring punctuality/attendance through Biometric Machine - regarding.

The Ministry has installed Biometric machines for the purpose of registering attendance, with a view to effectively monitor and ensure punctuality and attendance of all its employees for efficient transaction of the office work.

2. All officers/officials of the Ministry posted in the Transport Bhawan / C-I Hutments are required to register their arrival/departure time using biometric machine on all days of attending the office.

3. Attendance of all staff of the Ministry posted at Transport Bhawan / C-I Hutments (including the outsourced staff, Consultants, staff deployed through various other organization to serve the Ministry) shall be monitored using the biometric machines installed in the Ministry.

4. All the existing rules/guidelines on punctuality, attendance, leave shall remain in force and there shall be no deviation from the fundamental rules/norms.

5. As per Government of India guidelines, a working day consists of 8 hours (9am to 5:30 pm with half an hour lunch break). All the officials are expected to work an 8-hour day and complete 40 hours of duty in a week, unless exempted for each case by the competent authority due to other reasons (tour, training, leave etc.). Shortfall in 40 hours of working in a week without proper justification will result in disciplinary action against the concerned official.

6. All staff of the Ministry shall report for duty at 9:00 AM everyday. In case of delay in reporting due to traffic congestion etc. relaxation of 60 minutes maximum will be given subject to the condition that he/she complete 8 hours of duty every day. Staff reporting after 10:00 AM will be subjected to disciplinary proceedings as per rule and 3 days late reporting (max-15 minutes after 10 AM) will be subjected to deduction of one day Casual Leave.

7. The staff entitled for the Overtime allowance shall be sanctioned OTA only for extra hours over and above the basic duty of 40 hours in a week. The Cash section shall verify the same before preparing their OTA bill.

[Contd.. 2/-...]
8. In order to validate their attendance records, all officers/officials are requested to ensure that a copy of the relevant documents/approvals (Leave, Training, Tours, mandatory medical check-up etc.) are submitted to the Administration I Division for updation of their data for attendance monitoring, so that the reports generated periodically are issued without any discrepancy about their absence.

9. If any officer/official is unable to register his/her attendance due to any technical problem, the same may be immediately brought to the notice of the Administration I Division and for all other reasons, justification in writing through their controlling officer along with relevant document (if any) may be submitted to Under Secretary (Admin) for condonation/approval of the competent authority.

10. In case of outsourced staff, the shortage in mandatory duty hours in week/month, shall result in deduction in reimbursement of monthly wages on pro-rata basis or as may be decided by the competent authority on case to case basis.

11. If monthly reports generated depict any objectionable routine, disciplinary action will be initiated against those staff.

12. All Sections/Units of the Ministry shall continue to maintain their attendance register until the new system of attendance is well established and instructions to discontinue the same are issued.

13. It will come into effect from 09.09.2013.

14. This issues with the approval of Secretary, Ministry of Tourism.

(UsHa Sharma)
Additional Director General

To,

1. All Officers/officials/staff working in the Ministry.
2. NIC- with the request for uploading the same on Ministry’s official website.
3. Joint Director (O/L)- for Hindi version.