

## GUIDELINES FOR BIO-METRIC ATTENDANCE RECORDING SYSTEM

The Bio-metric Attendance Recording System shall be put to use in the following manner with effect from 21<sup>st</sup> July 2023.

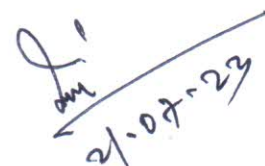
1. Every employee is required to record his/her 'In' as well as 'Out' time in the Biometric Attendance Recording Devices. The device will open from 8.00 AM to 9.00 PM every day.
2. Non-Recording of 'In' OR 'Out' time shall be treated as absence from duty for that day.
3. Employees are expected to come to office / Dept. within 8.30 AM - 10.00 A.M. However, a grace period of half an hour shall be allowed for 'Office / Dept. In' timing three days in a month. Beyond three days it will be treated as leave as admissible. Forfeiture of a day of casual leave for three days of late attendance in a month.
4. Every employee is required to be present in the office for atleast 7.00 hours a day from Monday to Friday and 3.50 hours on Saturday.
5. Failure to attend office as prescribed above shall lead to action as given below.

"Office/Dept In" Time	"Office/Dept Out" Time	Remarks
<u>Monday to Friday</u> 8.30 A.M. to 10.00 A.M. <u>Saturday</u> 8.30 A.M to 9.30 A.M.	After 7.00 hours of 'Office / Dept. In' time or after 4.30 P.M. whichever is later. In Saturday, after 3.50 hours of In time (9.30 AM to 1.00 PM)	<ul style="list-style-type: none"> <li>• No action if attendance is 7.00 hours or more. In case of Saturday 3.5 hours.</li> <li>• Compulsory deduction of half day leave, if attendance is above 4.00 hours but less than 7.00 hours on a day from Monday to Friday.</li> <li>• Compulsory deduction of one day leave, if attendance is less than 4.00 hours on a day in Monday to Friday and 3.00 hours on Saturday.</li> </ul>
<u>Monday to Friday</u> Arriving after 10.30 A.M. <u>Saturday</u> Arriving after 9.30 A.M.	After 7.00 hours of 'Office / Dept. In' time/ 3.5 hours in case of Saturday.	Shall be treated as late attendance.

*\*For Central facilities like Central Library and Central Interent where shifts duties are allotted a minimum 6 hours a day is essential. Otherwise, leave as admissible will be deducted as given above. (1<sup>st</sup> Shift : 8.30 AM – 2.30 PM, 2<sup>nd</sup> Shift :2.30 PM – 8.30 PM)*

6. When an employee, not being on leave, but on official duty / tour can produce the office order to the Dean of Schools / Head of Office / Sections.
- 7: For preparing monthly salary bill, PIC, CCF will submit the monthly attendance to the Dean of Schools / Head of the Office / Sections by 21<sup>st</sup> of every month in order to enable the Dean of Schools / Head of the Office / Sections for the preparation of monthly Absentee Statement and submit the same to the Establishment Section by 23<sup>rd</sup> of every month. The details of leave / absence may be mentioned in the absentee statement.
8. Establishment Section will furnish the Absentee Statement to Accounts Section by 25<sup>th</sup> of every month as per the reports received from the Dean of Schools / Head of the Office / Sections basing on which salary bill shall be prepared.

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 21-07-23