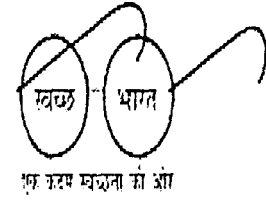


No. A 13019/9(Absent)/2014-Admn.I
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless



Block No.9, CGO Complex
Lodhi Road, New Delhi - 3
Dated the 17th January 2018

OFFICE MEMORANDUM

Subject : Biometric Attendance Monitoring System

The undersigned is directed to say that all employees are required to mark their attendance in the AADHAR Enabled Bio Metric Attendance System (AEBAS). There is no change in the instructions relating to office timing (9.30 am to 6.00 pm including lunch time of 1.30 pm to 2.00 pm), late attendance etc which will continue to apply. As per extant instruction:-

- 1) Half- a-day's casual leave will be debited from the casual leave account of a Government servant for each late attendance but late attendance up to an hour, on not more than two occasions in a month, may be condoned if this is due to unavoidable reasons. Suitable disciplinary action may be taken against the Government servant concerned in addition to debiting half-a-day's casual leave if he/she is persistently habitually attending late.
- 2) Early leaving will be treated in the same manner as late coming.
- 3) Late sitting is allowed only with the approval of Head of Office, DCPW.
- 4) If an official who has no casual leave to his credit, comes late without sufficient justification and the administrative authority concerned is not prepared to condone the late coming but also does not propose to take disciplinary action, the concerned official shall be treated as having absented himself unauthorisedly for the day on which he/she has come late. It is upon the official himself/herself either to face the consequences of unauthorized absence or to apply for earned leave or any kind of leave due & admissible for that day as he/she may choose. If he/she applies for the leave due for the entire day, the same may be sanctioned by the competent authority.

Keshan
Joint Director (Admn) 17.1.2018

Copy to:

1. PPS to Director/ PS to Addl. Director(H).
2. All JDs/ DDs/ ADs/ JADs/ Section I/Cs.