

**CIRCULAR**

Subject: **Monitoring punctuality in attendance through Biometric Attendance System-reg.**

Punctuality in attendance is wonderful trait of a person which is admired and respected. Observance of punctuality at the work place is more important because it is here that one gets paid for the hours, he/she puts in.

2. As per Government of India guidelines, working hours for the Directorate are from 9:30 a.m. to 6:00 p.m. All the officials are required to adhere to the office timings unless exempted on case to case basis by the competent authority or due to other reasons (tour, training, leave, special permission for late attendance etc.). Shortfall in working hours without proper justification is liable to disciplinary action against the concerned officials.

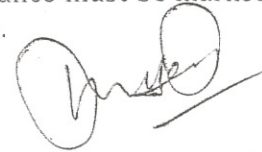
3. The Bio-metric Attendance Report for the past few months in respect of the employees working in the Directorate of Printing has been reviewed. It has been observed that many of the officers and staff are not completing their prescribed duty hours. The same has been viewed very seriously by the Director (Printing).

4. In this connection, attention is invited to Rule 3(1)(ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government servant shall at all times maintain devotion to duty. Habitual late attendance or leaving office early is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against such a Government servant under the relevant rules.

5. To ensure the observance of punctuality, the following instructions are reiterated for scrupulous compliance by all officers and staff:

- i) All officers and staff should mark their attendance on Bio-metric Attendance System without fail.
- ii) Those officers and staff who are not registered on the BAS are directed to register themselves immediately.
- iii) In the event of technical glitch in the system, attendance must be marked in the Register maintained in the Establishment Section.

6. This has the approval of Director (Printing).



(Prem Parkash)  
Joint Director (Admin)

To

1. All officers and staff
2. PPS to the Director (Printing)
3. NIC- with the request for uploading the same on DoP's official website / CDN, DoP
4. All Govt. Pres. Uploading. CDN Section, DoP.