

F.No. A-24017/1/2016-Admn.
Government of India
Ministry of Rural Development
Department of Land Resources

G-Wing, NBO Building
Nirman Bhawan, New Delhi

Dated, 4th November, 2022

CIRCULAR

It has been observed that some of the contractual and outsourced staff in the Department do not attend office regularly, however, their full month attendance, without any absent, is being received in Administration Division for payment of their monthly salary.

2 Vide Admn Division OM dated 01.4.2022, marking of attendance in 'Biometric Attendance System' has been made mandatory w.e.f. 04.4.2022 for all employees including contractual and outsourced employees of the Department.

3 All such officers, who are having the authority of signing / forwarding of Monthly Performance / Monthly Attendance Report of contractual and outsourced staff in the Department for payment of salary, are requested to ensure verification of attendance / absence days / absent period of the official from their biometric attendance, before forwarding the same to Admn. Division. A copy of the biometric attendance should be submitted alongwith monthly attendance.

Th. Lianboi

(Th. Lianboi)

Under Secretary to the Govt. of India
Tel. No. : 23044635

All officials in the Department.