

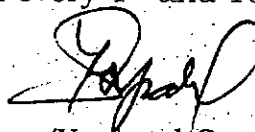
No. PA/CEO/2019-47

Dated: 13th June 2019

**NOTE**

It has been observed that some officers/officials are not punctual in attending office. Many of them come late in the morning but very particular to leave in the evening, either early or in time. Though Biometric attendance system has been provided at the CHB headquarter yet it has no linkage with payment of salary/wages and never used for actions against non-punctuality. Accordingly it has been decided that:

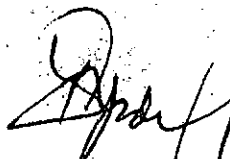
1. All the site offices of CHB, where 10 or more officers/officials are deputed, to be provided Bio-Metric Machines immediately and to be made functional before 1<sup>st</sup> July 2019. All the officers/officials deputed at the CHB Headquarter, irrespective of their Divisions/Sections/Branches/Cadre are required to get registered with the Bio-Metric Machine within 10 days. The salary for the month of June 2019 to be released only for those officers/officials who have registered in the Bio-Metric System.
2. From 1<sup>st</sup> July 2019, all persons deputed at CHB Headquarter are required to mark their attendance through biometric attendance system in the morning and evening. Till this system gets stabilized, all are required to mark their attendance in register also, as per the existing system.
3. All officers/officials are required to report by the prescribed time in the morning. In case, due to some un-avoidable reasons on the particular day, he/she gets little late, then it is expected that he/she shall compensate the delay while leaving late in the evening of the particular day. However this can't be a regular feature. The Controlling Officers are authorized to certify that the concerned person got delayed/left early because of some official work or due to any particular genuine reason. However if it is found that the person has left office after marking attendance, without permission, then action will be taken against the controlling officer also for supervisory lapse on their part with appropriate remarks in their ACRs/APARs about their administrative incapacitates.
4. In case of any official commitment/field inspection etc either in early morning or in evening, the officer/official need not to come specially for marking biometric attendance and may keep inform his/her superior authority about such commitments on the specific day.
5. There cannot be daily grace period and the prescribed timings need to be ensured. If it is observed that the person has come late or leave early (upto 30 minutes at each occasion) in the evening at more than four occasions in a calendar month, then half day Causal Leave or half day salary/wages may be deducted. In case of habitual defaulters, disciplinary action may also be initiated, in addition to deduction of half day casual leave/salary.
6. The Computer Incharge to provide the attendance statement (soft copy) as per the biometric attendance system to the Chief Account Officer, Administrative Officer and also circulate in the official Google Group on every 1<sup>st</sup> and 16<sup>th</sup> day of the month.

  
(Yashpal Garg, IAS)  
Chief Executive Officer

- To,
1. Secretary, CHB
  2. Chief Engineer, CHB
  3. Chief Account Officer, CHB
  4. Administrative Officer, CHB

Copy to:

1. Chairperson, CHB for kind information
2. Notice Board.
3. Website of the CHB

  
13/6/2019  
CEO

CI/CHB/1417  
Dated 13/06/19