


No. PA/CEO/2021/19

Dated: 26th February 2021

ORDER

All preparations to introduce the Smart Attendance Management System using Face Recognition w.e.f. **01.03.2021** have been completed. Machines have been provided at the entry of Block-A & Block-C and all the officers/officials have been registered on these machines.

1. From 1st March 2021, all the officers/officials deputed at CHB Headquarter in Sector-9D are required to mark their attendance through Smart Attendance Management System using Face Recognition in the morning and evening.
2. 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.
3. In case of any official commitment/field inspection etc either in early morning or in evening, the officer/official need not to come especially for marking attendance and may keep inform his/her superior authority about such commitments on the specific day.
4. If any official after marking attendance leave the office, 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.
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) 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 an attendance statement (soft copy) to the Chief Account Officer, Administrative Officer and also circulate in the official Google Group on every 1st and 16th day of the month.


(Yashpal Garg, IAS)
Chief Executive Officer

To,

1. Chief Engineer, CHB
2. Secretary, CHB
3. Chief Account Officer, CHB
4. Administrative Officer, CHB
5. Senior Law Officer, CHB
6. Computer Incharge, CHB

Copy to:

1. PS to Chairperson, CHB for kind information of the worthy Chairman
2. Notice Board.
3. Website of the CHB