

**OFFICE OF THE SECRETARY, HOSPITALITY DEPARTMENT,  
CHANDIGARH ADMINISTRATION**

No. PA/Secretary/Hospitality/2021/Camp Office

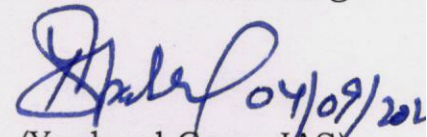
Dated: 04.09.2021

**ORDER**

Smart Attendance Management System using Face Recognition is being introduced in the UT State Guest House-1 and UT State Guest House-2 of the Hospitality Department, Chandigarh Administration. From 10.09.2021, all the officers/officials deputed at either of the UT State Guest House are required to mark their attendance through Smart Attendance Management System using Face Recognition in the morning and evening. Further it has been decided that:

1. All the officers/officials of the UT State Guest House, irrespective of their Divisions/Sections/Branches/Cadre are required to get registered with the Smart Attendance Management System using Face Recognition immediately. The salary for the month of September 2021 to be released only for those officers/officials who have registered in the Smart Attendance Management System.
2. From 10th September 2021, all persons deputed at either of UT State Guest House are required to mark their attendance at the Smart Attendance Management System in the morning and evening. Till this system gets stabilized i.e. upto 30.09.2021, all are required to mark their manual attendance in attendance register also, as per the existing system. From 01.10.2021, manual attendance registers will NOT be maintained.
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, if 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 especially for marking attendance in the Smart Attendance Management System 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 Incharges of the respective UT State Guest House to provide the attendance statement (soft copy) as per the Smart Attendance Management System to the concerned Account Functionary and also circulate in the official whatsapp group on every 1<sup>st</sup> and 16<sup>th</sup> day of the month. such attendance statement to be referred at the time preparing salary/wage will and releasing payment to the Outsourcing Agency.



(Yashpal Garg, IAS)

Secretary, Hospitality

UT Administration, Chandigarh

To,

1. Director Hospitality
2. Incharge of UT State Guest House-1
3. UT State Guest House-2

Copy to:

1. Notice Board.