

## **Rules for Implementation of Biometric Based Attendance Monitoring System (BBAMS) at Central Water Commission (HQ) and Pay & Accounts Office, CWC**

With a view to improve efficiency in monitoring the attendance, leave records and over all working environment, Biometric Based Attendance Monitoring System (BBAMS) has been introduced in Central Water Commission. Adequate number of machines have been installed to avoid long queue and inconvenience during office opening time. On each floor of Sewa Bhawan, New Library building, West Block - I & II and Data Centre, CSMRS building; machines are installed for marking the attendance by Officers and members of Staff. All the officials of CWC would be able to mark their attendance in any of the machines installed at Sewa Bhawan and West Block - I & II. However, in the machines installed at New Library building and Data Centre, CSMRS building, employees working only at those places would be able to mark their attendance. In case, if any of the machine is not functioning, the officials may mark their attendance in any other machine installed in CWC. The rules that will be followed for operation of the system are as follows :

1. The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by SM Dte. where as the matter of attendance and related policy will be dealt in Work Plan Cell.
2. The term official used in these rules would include all the officers and other staff of CWC (Headquarter) and office of Assistant Controller of Accounts, CWC, New Delhi.
3. All officials will be required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception.
4. The office timings are from 09:30 AM to 06:00 PM with 30 minutes of lunch break from 01:30 PM to 02:00 PM and these are to be scrupulously observed. Each official has to put in 40 Hrs. of work time for the 5 day week.
5. In the morning, the time recorded between 9:30 and 9:40 would not be counted towards the shortfall as this is given for marking attendance in Biometric system. Thereafter, late coming of upto 20 minutes may be relaxed keeping in view the transport problem or any other unforeseen eventuality subject to the condition that the duration of late coming is compensated by sitting late in the evening, preferably the same day or any

other day of the same week so that 40 Hrs. of work time for the 5 day week is maintained.

6. Similarly, early departure up to 30 minutes can be relaxed subject to the condition that the duration of early departure is compensated by sitting extra time on any day of the same week so that 40 Hrs. of work time for the 5 day week is maintained.
7. Where an officer is required to go for an official meeting in another office directly from home or proceed in the late afternoon from where (s)he is not likely to return to office, an intimation to this effect will be furnished in advance to WPC Dte. through e-mail at ID [wpcl@nic.in](mailto:wpcl@nic.in) However, written intimation would also be sent as per instruction at para 12 (v).
8. In exceptional cases like consultation with doctors in CGHS Dispensary/hospitals/attending social obligation, etc., late coming in the morning/early departure in the afternoon up to two hours (maximum,) will be allowed subject to the condition that prior intimation/approval of the immediate superior officer has been obtained and the duration of late coming/early departure is compensated by devoting such extra hours of work so as to ensure that the 40 hour work schedule for the entire week is maintained.
9. While taking flexibility, if 40 Hrs. of work time for the 5 day week is not maintained, disciplinary action may be initiated against the erring official as deemed fit under the rules.
10. Arrival in the office after 10.00 AM or departure from office before 05:30 PM will be reckoned as half day Casual Leave subject to other rules mentioned here in. This will be applicable till Casual Leaves are available in the account of official. If casual leave of official is exhausted, disciplinary action shall be initiated against erring officials as deemed fit under the rules.
11. Any official availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS up to 02:00 PM and the official availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS at 01:30 PM or after.
12. Attendance reports would be available on intranet on daily basis and concerned officials shall get their attendance regularized in the following manner :
  - i. Organisation - wise monthly CL / RH statement in respect of officers / staff working under a unit / office shall be sent latest by 05<sup>th</sup> of

following month to WPC section. The units / officers identified for sending such reports are given below :

Sl. No.	Name of Unit / Office	Officer responsible
1.	O/o of Chairman and Members	PS to Chairman / PS to Members
2.	Unit headed by Chief Engineer in case of technical organizations	Officer identified by Chief Engineer concerned.
3.	O/o Chief Engineer (HRM)	PS to Chief Engineer
4.	O/o Secretary, CWC	PS to Secretary, CWC
5.	Units under Secretary, CWC	Under Secretary concerned
6.	Directors under HRM wing	Officer identified by Director concerned
7.	O/o of Director (Co-ord.)	Director (Co-ord.)
8.	O/o Assistant Controller of Accounts, PAO, CWC	Officer identified by ACA.
9.	In case of work charged / Temporary staff of CWC	Director (PCP)

Nodal officer identified in this regard shall be intimated to WPC, CWC immediately.

- ii. It must be ensured by the controlling officer / official concerned that duly recommended leave applications of nature such as EL / Commuted Leave / HPL etc. are sent to concerned Establishment sections promptly. The establishment sections shall ensure that all such leaves for a month are duly sanctioned by 07<sup>th</sup> of the following month with copy of sanction order endorsed to WPC and delivered under proper receipt of concerned official in WPC. Non receipt of such order in WPC would entail fixing responsibility for delay.
- iii. In case of commuted leave on medical grounds or Earned Leave overlapping two consecutive months, period of absence shall be kept under suspense and marked 'S' and shall be regularized immediately

after joining of official as elaborated at para 12 (ii) above. During this period, pay and allowances of the official would be released. However, in case leave is not regularised after his joining office, pay and allowances of such official would not be processed further till such regularization. Responsibility for the same would lie on concerned official / controlling officer / concerned establishment section as the case may be.

- iv. For officials going on official tour, nodal officer as identified at para 12 (i) above shall send a monthly statement in this regard to WPC, CWC along with monthly CL / RH statement for making necessary entries in the system by 05<sup>th</sup> of following month.
- v. In case, any official is to visit local offices of CWC / MoWR / Other Ministries for official purposes and situation is such that such official would not be able to mark attendance in the system either in the morning or evening, prior intimation regarding it would be sent to WPC section through e-mail as mentioned at para 7 above. Further, a consolidated monthly statement in this regard would be sent by nodal officer as identified at para 12(i) above by 05<sup>th</sup> of following month for making necessary entry in the system in the following format :

Sl. No.	Name of Officer	Date / Time	Venue	Purpose of meeting	Signature of approving authority
1.					

- vi. WPC would register all employees of CWC on Biometric system and any official who is left out for some reason should contact WPC for registering in the system as the pay of officials is linked to it. Similarly, officials joining CWC (Headquarter) [both in CWC office and ACA office] thereafter on transfer etc. should get themselves registered for Biometric system in WPC.
- vii. In case of officials posted at Data Centre, CSMRS building; daily report in the proforma generated by the system would be sent to WPC section by Deputy Director in charge of Data Centre through e-mail at [wpcl@nic.in](mailto:wpcl@nic.in)

13. Methods of regularisation of periods of absence of all nature mentioned in Sl. No. (12) above would also be applicable to officials of RD Dte. and officials under the office of Assistant Controller of Accounts, PAO, CWC.
14. List of officials whose pay and allowances are to be processed and whose can not be processed keeping in view of their attendance / regularization of leave would be made available on intranet by WPC by 15<sup>th</sup> of every month for needful in this regard by concerned DDOs / bill preparing authorities.
15. All Over Time Allowances would be sanctioned by the concerned officials based on times of attendance marked in the Biometric Based Attendance Monitoring System (BBAMS) only.
16. The officials / staff who are required to perform shift duties will be guided by the timings of their duty assigned. Concerned authority / SOs responsible for assigning the shift duties would send by 25<sup>th</sup> of each month the duty roster of next month. Further, any changes made to the duty roster due to unavoidable circumstances, the same would be informed in advance by concerned authority to WPC.
17. Concerned DDO, Assistant Controller of Accounts Office, CWC and RD Dte. would prepare pay bills strictly in accordance with these rules.
18. All installed machines and corridors leading to these machines shall be under 24-hours surveillance through CCTV cameras. Disciplinary / legal action shall be taken against any official found to be tampering with the attendance monitoring system / surveillance system.
19. Machines installed at West Block - I & II and New Library Building would be opened at 09:00 AM in the morning and locked at 06:30 PM in the evening. The locking and opening arrangement would be ensured by PCP Dte. If any official posted at West Block - I & II and New Library Building comes to office before 09:00 AM or leaves office after 06:30 PM, official may mark time of arrival / time of departure in any of the machines installed at Sewa Bhawan.