

**GOVERNMENT OF NCT OF DELHI
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PRINCIPAL ACCOUNTS OFFICE
'A' BLOCK, VIKAS BHAWAN, NEW DELHI**

No.F1(1)/11/VAW/Pr.AO/Vlg/2022 /109-141

Dated: 27-2-23

OFFICE MEMORANDUM

Sub: Introduction of Facial Recognition Attendance System and observance of Punctuality in office.

Facial Recognition Attendance System through Facial Recognition Attendance machines have been installed in all PAOs, GPF Cell and Pr. AO (HQ) for marking attendance by the officers/staff working in PAOs, GPF Cell and Pr.AO (H.Q).

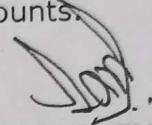
2. In this regard, following guidelines are framed for implementation and monitoring of attendance by Facial Recognition of Attendance System in PAOs, GPF Cell and Pr.AO (H.Q):

- i. All officers/ officials will be required to mark their attendance (arrival & departure) on Facial Recognition Attendance System machine.
- ii. The office timings are from 9.30 AM to 6.00 PM, with lunch break of 30 minutes from 1.30 PM to 2.00 PM. Every staff has to put in 8 hours work time per day i.e. 40 hours per week.
- iii. Arrival in the office after 9.40 AM or departure from office before 6.00 PM will be reckoned as half day Casual Leave unless prior approval of the immediate reporting officer has been obtained.
- iv. Half-a-day's Casual Leave shall be debited for each of late attendance, but late attendance upto an hour, or not more than two occasions in a month, and for justifiable reasons may be condoned by the Competent Authority/Leave sanctioning authority. This will be applicable till Casual Leave is available in the account of the official. If Casual Leave of the official concerned is exhausted, Earned Leave (if available) will be deducted, details of leave availed shall be immediately forwarded to administrative branch in any case not later than 1st day of the following month.
- v. The staff availing Half Day Casual leave (Forenoon) will ensure to reach office by 2.00 PM and those availing Half Day Casual Leave (Afternoon) shall ensure not to leave office before 1.30 PM.
- vi. Under emergent/unavoidable situation, late coming/ early departure will be allowed subject to the condition that prior intimation/ approval of immediate Reporting Officer/ Branch In-charge has been obtained.
- vii. In respect of contractual/outsourced employees, the leave of the kind due/remuneration, as per the provisions in the contract will be deducted in place of Casual Leave/Earned Leave.

3. The Deputy Controller of Accounts (Establishment)/HOO shall monitor the monthly attendance of all the employees and put up a report regarding leave availed by them (with or without approval of Reporting Officer/ Branch Incharge), before the HOD, who would decide the action (with respect to deduction of leave/ pay/ disciplinary actions) to be taken against the erring officers/ officials.

4. In this connection attention is invited to Rule 3(1) (ii) of CCS (Conduct) Rules, 1964, which stipulates that every Government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against such a Government servant. It is also added that punctuality in attendance is to be observed by Government servant at all levels.

5. This issues with the approval of Controller of Accounts.

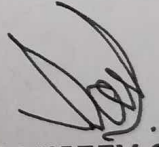

(SANJEEV SHARMA)
DY. CONTROLLER OF ACCOUNTS (VIG)

No.F1(1)/11/VAW/Pr.AO/Vig/2022 /109-141

Dated 27-2-23

Copy for information and necessary action to:-

1. All the PAOs, Pay and Accounts Offices, GNCTD.
2. DCA (Establishment.)/ (Technical)/ (Pension)/ (Accounts), Principal Accounts Office, Govt. Of NCT of Delhi.
3. DCA (Funds), GPF Cell, GNCTD, VikasBhawan-II, Delhi
4. All Branch incharges, Principal Accounts Office, GNCTD.
5. PA to Controller of Accounts, Principal Accounts Office, GNCTD.
6. System Analyst, Principal Accounts Office, GNCTD for uploading the same on the official website.


(SANJEEV SHARMA)
DY. CONTROLLER OF ACCOUNTS (VIG)