

...of the Board of Directors of the Delhi Jal Board...
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DELHI JAL BOARD: DELHI SARKAR
OFFICE OF THE ASSTT.COMMISSIONER (W)
VARUNALAYA PHASE-II, KAROL BAGH,
NEW DELHI-110005.

F.No.3(11)/81/AC(W)//2012/ 125674

Dated: - 12.11. 2012

CIRCULAR

Subject: - Drill for management of Bio-Metric Machines and Attendance marking system.

- A. The following drill for management of maintenance of Bio- Metric is circulated for strict compliance.
 1. Marking of attendance by all officials/personnel/employees of all categories in the Delhi Jal Board is mandatory. This requirement may be complied with strictly.
 2. It is the responsibility of every official/personnel/employee drawing salary/wages from Delhi Jal Board and their respective Controlling Officers/DDOs to ensure that everyone has a valid Bio Metric ID in 8 digits and that all are registered on their designated Bio-Metric Machine(s).
 3. Each official/employee shall be registered only on one Biometric machine.
 4. No individual will be allowed to draw salary/wages from the Delhi Jal Board unless he/she has a valid 8 digit Bio Metric ID and he/she marks attendance on his/her designated Bio Metric Machine.
 5. All Controlling Officers/DDOs must ensure that they have the list of Bio Metric Machines along with their numbers which are installed in their jurisdiction.
 6. All Controlling Officers/DDOs must ensure that they have a list of officials/employees along with their Bio Metric IDs who are registered on each Bio Metric Machine.
 7. Each Controlling Officer/DDO must ensure that the Bio Metric IDs of officials/employees who join in their office are added on a designated Bio Metric Machine on the date of joining itself. Similarly the Bio Metric Machines on the date of relieving itself.

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8. Each Controlling Officer/DDO should designate, by name, at least two custodians for each Bio Metric Machine.
9. Each Custodian of Bio Metric Machine will be responsible for the safety, proper functioning and security of the Machine. It shall be the responsibility of the custodian to identify and report the name of any official/employee who wilfully damages the Bio Metric Machine. Penalty should be imposed on any such person by the Controlling Officer/DDO. The penalty should be sufficient to receive the cost of damage to the machine. In case of any fault in the machine, the custodian should immediately inform the company M/s Transline at Helpline number **9711919319** or email at **prashant@translineindia.com**
10. Each Custodian shall maintain a Log Book on the format as per following format to register the date and time of Bio Metric Machine becoming non-functional and the date and time of its repair and rectification by the representative of company M/s Transline(P) Ltd..

S.No	Date	Break down time	Reporting time to M/s Transline	Date and time machine made functioning)	Total down time (total time machine was not functioning)	Remarks	Signature

Signature of Custodian:- _____
Name:- _____
Designation _____

11. Each custodian shall submit a monthly report on the non-functional Bio Metric Machines to the concerned Controlling Officer.
12. Delhi Jal Board has already notified the name of Custodian vide AC(T)'s circular No. DJB/AC(T)/Attend./2012/56106 to 56620 dated 30.05.2012 and they may also work as the Nodal Officer for consolidating the monthly report and for initiating penalty against the Company M/s Transline in case of undue delay in repairing the machines.

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B. The attendance will be marked in Bio Metric Machines as per following guidelines.

- 1) Any Officer/official/employee will be considered present in the office only after marking attendance on Biometric Machine.
- 2) Every employee is expected to be in seat and to start work at the prescribed office hours (0930 hrs-1800hrs).
- 3) Fifteen minute grace may be allowed in respect of the arrival time to cover any unforeseen contingencies.
- 4) Half-a-day's casual leave should be debited to the casual leave account of the employee for each late attendance but late attendance upto an hour, on not more that three occasions in a month, may be condoned if this is due to unavoidable reasons. Suitable disciplinary action may be taken against the Government Servant concerned in addition to debiting half-a -day's casual leave if he is persistently habitually attending late.

(GI, DP & AR, OM No. 28034/8/75-Estt(A), dated 4/7/1975)

- 5) The case of an employee who leaves the office early without permission before the time for closing of office should also be treated like late attendance and half-a-day's casual leave should be debited to the CL account for each early departure from duty.

(GI, DP & AR, OM No.28034/10/75-Estt.(A), dated 27/8/1975)

- 6) If an official who has no casual leave to his credit comes late without sufficient justification and the administrative authority concerned is not prepared to condone the late coming but does not, at the same time, propose to take disciplinary action, it may inform the official that it will be treated as unauthorized absence for the day on which he has come late and leave it to the official himself either to face the consequences of such unauthorized absence or to apply for earned leave or any other kind of leave due and admissible for the entire day. The same may be sanctioned by the competent authority.

(G.I., DP & AR, OM No. 28034/3/82-Estt.(A) dated 5/3/1982)

6. At the end of every month each Controlling Officer/DDOs shall prepare a Monthly Leave Statement (MLS) in respect of those employees whose absence has been marked due to late arrival/early departure. This MLS will be submitted to the concerned establishment wing for deducting leave from the leave account. Following is the format of MLS.

Monthly Leave Statement for the Month of _____ Year _____

Name of Office _____ Department _____ Zone/HQ _____

S.No	Name	Biometric ID	Late arrival/Departure date & time	Late/early by (minutes/ hours)	Leave deducted & kind of leave.

Signature: _____

Name: _____

Designation: _____

This Monthly Leave Statement will be prepared on the basis of attendance record from Biometric Machine provided by M/s. Transline (P) Ltd.

- 8) Movement register should be maintained by every office which should be produced at the time of surprise checks. The movement register should be seen by the one rank higher/senior officer.

C. Nodal Department and Procedure for registration and de-registration on Biometric Machine.

- (1) EE(EDP) will be the Nodal Department for registration and de-registration of employees on biometric machine.
- (2) The registration and deregistration of employees on Biometric machine will be done through EE(EDP) for which specific request shall have to be made by emailing the scanned form (duly filled-in) by concerned DDOs as the case may be to the EE(EDP) & M/s Transline (P) Ltd. at their e-mail address eedp.djb.nic.in & prashant@translineindia.com.

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- (3) In case of each transfer and posting, where change of machine for attendance is required, the concerned DDO shall send copy of the transfer / posting orders to EE(EDP) through email so that the agency concerned may be requested to take action accordingly. Once the transfer/posting orders are issued only three days' time would be allowed for registration of the transferred employee to exist on the earlier biometric machine. After completion of the said period his/ her name shall automatically be deleted from the machine. Employees are therefore required to get themselves relieved within three working days from the receipt of their transfer order and get registered on the new machine at the new place of their posing failing which the employees may not get their salary and other allowances.
- (4) Each transfer, posting, promotion orders etc. shall also mandatorily bear biometric ID of the employee.
- 5) EE(EDP) will issue User ID and Password to every Controlling Officer/ DDOs and all officials and employees should ensure successful functioning of the Bio Metric System as part of their duty.

This issues with the approval of Competent Authority.

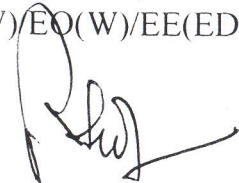


(R. TIWARI)
ASSTT.COMMISSIONER (D)

ALL DDOs.

Copy for information to:-

1. Chief Executive Officer, Delhi Jal Board.
2. All Members/Secretary, DJB/CVO/Addl. CEO.
3. All Directors/All Jt. Directors/All Dy. Directors/All CEs/ System Administrator/ All SEs.
4. All ACs/All AOs/Dy. Director (LW)/Consultant (PR)/LO(W)/EO(W)/EE(EDP)/ Accounts Officers/ AAOs/ CSO/ZEs/ZROs.



ASSTT.COMMISSIONER(D)