

OFFICE OF THE DIRECTOR (A&P)
DELHI JAL BOARD : GOVT. OF NCT OF DELHI
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI-110005

No. DJB/ Dir(A&P)/2015 /D-1620

Date: 16.04.2015

17.04.2015

INSTRUCTIONAL ORDER

Subject: Implementation of Biometric Attendance System (BIOAS) regarding

1. Biometric Time and Attendance system [BIOAS] has been successfully functioning in DJB w.e.f. March 2013 for maintaining record of time and attendance in respect of DJB's employees. Attendance report generated from BIOAS is used for preparing salary in respect of all the employees and offices.
2. Requests are being received to relax some categories of employee from BIOAS due to non-availability of machine at the point of departure from duty, non-functional machine, outdoor duty etc. Representations of different categories of employees were examined and Circular dated 19.12.2014 was issued clarifying all issues raised by employees and was observed that blanket relaxation is not required for any specific category of employees. This Circular covers the aspects of drivers, outdoor duty staff, non-functional machine, bio impression problem etc.
3. Further, Member(A) reviewed the requests of Junior Engineer(s) and other category of staff who are required to attend complaints or perform duty in early hours or late night, they can mark attendance on arriving the office and controlling officer may be informed in this regard who may certify his attendance and approve for updating in system by DDO concerned. Proper movement register must be maintained for the same.
4. Again, functioning of Bio-metric system was reviewed and it was found that many employees are marking their attendance in other offices and coming office late with some pretext or other. For effective and efficient biometric attendance system, it has been decided in consultation of EDP team that the attendance marked through smart card should be considered as absent from the biometric attendance system with effect from 11/04/2015. The attendance marked through smart card by all employee except Group A must be got approved from the controlling officer for release of salary purpose. In case of Group A officers,

P.T.O

Controlling Officer may ask for a report in case he notices major deviations in case of any officer.

5. All DDOs are hereby directed to keep record of attendance marked through smart card and get approved /certified by controlling officers for treating as present. Hard copy should be maintained by DDO and send to accounts as per current practice of forwarding biometric attendance record and record may be kept for two years.
6. Further, DDO/Controlling officer will be allowed to update/approve bio-metric attendance for missing entries, late permission, and deviations etc. for a fixed period only i.e. 11th to 18th of following month only unlike present practice of updating it any day of the month.

Handwritten signature
16.4.15

(U. B. Tripathi)
Director (A&P)

All DDOs

Copy to:-

1. Vice Chariman, DJB:- For kind information , pls.
2. All Members of DJB:- -do-
3. Chief Executive Officer, DJB -do-
4. Member (A)/ Member (F)/Member (WS)/Member (Dr.)/CVO:- -do-
5. Secretary DJB/Addl.CEO- :- -do-
6. All CEs/ All Directors: :- -do-
7. All SEs/ Jt.Directors (Rev.)/All Jt. Dir. (F&A)./ EEs
8. EE(EDP)/ AC (Biometric)- for necessary action.
9. All ACs / DDs/ JDRs.
10. All AOs/AAOs.

Handwritten note: Department I

Handwritten signature
16.4.15

Director (A&P)

Handwritten signature
17.4.15