

No.- 9/11/2010-WPC/10065/05/
Central Water Commission
Work Plan Cell & Co-ordination

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304(S), Sewa Bhawan,
R.K. Puram, New Delhi

Date 31st March' 2011

Office Memorandum

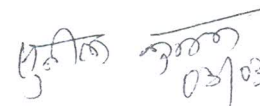
Sub: Duties of 'Nodal Officers' in implementation of Biometric Based Attendance Monitoring System (BBAMS).

Vide this office O.M. No.- 9/11/2010-WPC/83 dated 06th January 2011 and O.M. No. 9/11/2010-WPC/421-462 dated 18th January 2011 on the subject above, duties and responsibilities of 'Nodal Officers' identified by the organisations / units / offices in implementation of Biometric Based Attendance Monitoring System (BBAMS) were communicated. The Nodal Officers are required to send Organisation / Unit / Office wise detailed consolidated monthly statement of CL / RH / compensatory leave availed by officials working under the Organisation / Unit / Office (indicating name of official and dates on which such leave availed) to WPC section by 05th of every following month.

From the records of the month of January 2011, it has been observed that for some officials, still there are some unreconciled periods of absence. In absence of leave sanction order for these periods, it becomes difficult to trace the location where leave application is pending.

In order to avoid confusion, it has been decided that Nodal officers shall send monthly return of officials who have applied for regular leave and recommended and sent to concerned establishment sections along with monthly statement of CL / RH / compensatory leave availed by officials working under the Organisation / Unit / Office as well as other monthly returns required to be sent and detailed in OMs dated 06th January and 18th January 2011 on the subject. The return shall indicate the name of officials with employee code, designation and period of leave recommended by competent authority.

However, establishment sections would continue to sanction leave applications received in their sections within stipulated time as provide in the rules for BBAMS and 'Duties & Responsibilities of Leave sanctioning Authority'. Periods of absence in BBAMS would be suitably modified only after receipt of sanction order from leave sanctioning authority.


03/03/11

(Sunil Kumar)

Dy. Director (WPC)

To

1. Shri A. Sathya, PS to Chairman, cwc, New Delhi.
2. Shri Satish Kumar, PS to M(D&R), CWC, New Delhi
3. Shri B.N. Rao, Senior PPS to M(RM), CWC, New Delhi
4. Shri Tejpal Yadav, PPS to M(WP&P), CWC, New Delhi
5. Smt. Santosh Golani O/o CE(HRM), CWC, New Delhi.
6. Shri Gokul Chand PS, O/o Secretary, CWC, New Delhi.
7. Shri M.S. Dhillow, Director, RMCD, CWC, New Delhi.
8. Shri Joginder Singh, Director, WP&P (C), CWC, New Delhi.
9. Shri V.K. Sharma, Director, D&R (C), CWC, New Delhi.
10. Shri Rajpal Singh, AD II, BP Dte.,(BPMO) CWC, New Delhi
11. Shri V.K. Hajib, Director, P&M,(CMO), CWC, New Delhi.
12. Shri Bindeshwar Singh, AD II, R&R Dte, (EMO), CWC, New Delhi.
13. Shri R.K. Gupta, DD, Advisor(ISO), CWC, New Delhi.
14. Shri Amal Kumar Sinha, (IMO), CWC, New Delhi.
15. Smt. Indu Mehra, PS, (POMIO), CWC, New Delhi.
16. Shri A. Vijayakumar, PS, (PAO), CWC, New Delhi.
17. Shri Niranjana Bar, B.O., (PPO), CWC, New Delhi.
18. Shri S.K. Rajan, (PMO), CWC, New Delhi.
19. Shri Manoj Kumar, AD, Designs(NW&S), CWC, New Delhi.
20. Shri S. Ramakrishnan, AD II, Design(N&W), CWC, New Delhi.
21. Smt. Neelam Narolia, AD, Designs(E&NE), CWC, New Delhi.
22. Shri S.A. Khan, AD II, Design(NBP), CWC, New Delhi.
23. Shri Ravi Pillai, Designs(DSO), CWC, New Delhi.
24. Shri G.L. Bansal, Director, Design(HSO), CWC, New Delhi.
25. Shri C. Lal, Dir(FMP), (FMO), CWC, New Delhi.
26. Shri Sher Singh, Dir(P&D), (P&DO), CWC, New Delhi.
27. Shri Sunil Kumar-1, DD, R&D, Division, CWC, New Delhi.
28. Shri R. Prasad, O/o ACA, CWC, New Delhi.
29. Shri R. N Malhotra , Director(E.I), CWC, New Delhi.
30. Shri P.K. Saxena , Director(E II), CWC, New Delhi.
31. Shri K.C. Kedia , Director(Admn.), CWC, New Delhi.
32. Shri S.K. Saxena, AD II, Training Dte. CWC, New Delhi.
33. Shri Manish Kumar, TC Dte., CWC, New Delhi.
34. Shri A.K. Verma, AD II, (WPC), CWC, New Delhi.
35. Shri G.S. Audkhasi , US (E I&II), CWC, New Delhi.
36. Shri D.R. Meena, US (E III & V), CWC, New Delhi.
37. Smt. Poornima Malik, U.S., CM&V Section, CWC, New Delhi.
38. Shri I.S. Yadav, AO, CWC, New Delhi.
39. Smt. Poornima Malik, U.S., O&M Section, CWC, New Delhi.
40. Shri Deepak Motwani , Honorary Secretary, CWC Canteens, New Delhi.
41. Director, S&D for uploading the same.