

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

Date 5th January 2011

CIRCULAR

Sub: Clarification on rules for Biometric Based Attendance Monitoring System (BBAMS).

Queries on provisions of "Rules for Implementation of Biometric Based Attendance Monitoring System (BBAMS) at Central Water Commission (HQ) and Pay & Accounts Office, CWC" circulated vide O.M. No. 9/11/2010-WPC/1651-1707 dated 16th December 2010 and further supplemented vide O.M. No. 9/11/2010-WPC/1805-63 dated 29th December 2010 are being received in WPC section.

Following clarifications to common queries raised are disseminated for the benefit of all :

Query : 1 : If I come early i.e. before 09:30 AM in the morning, can I go / leave office in the evening early on the same day ?

Clarification : Yes. Anybody who is coming early on any day may leave office early in the evening by the amount of time one has come early in the morning subject to provisions of para (8) and (10) of the rules circulated vide O.M. No. 9/11/2010-WPC/1651-1707 dated 16th December 2010. For example, anybody coming to office at 09:20 AM, 09:10 AM or 09:00 AM may leave office at times 05:50 PM, 05:40 PM or 05:30 PM respectively. However, early departure before 05:30 PM would be considered as half day casual leave except in special circumstances of occasional nature as mentioned in para (8) of the rules circulated vide O.M. dated 16th December 2010 which requires prior permission of controlling officer and such prior permissions are required to be intimated to WPC section.

This provision is also subject to Fundamental Rule 11 of FRSR which provides that "Unless in any case it be otherwise distinctly provided, the whole time of a Government Servant is at the disposal of the Government which pays him, and he may be employed in any manner required by proper authority."

Query : 2 : If I come early i.e. before 09:30 AM in the morning and leave office at 06:00 PM in the evening on the same day, can I get the relaxation of early departure or late coming on any other day of the week ?

Clarification : Yes. Relaxation of early departure or late coming can be taken on any other day of the week provided 40 working hours are maintained in the week. For example, if anybody comes to office at 09:10 AM on a day, one can get relaxation of early departure at 05:40 PM or late coming till 09:50 AM on any other working day of the week subject to provisions of para (10) of rules circulated vide O.M. dated 16th December 2010.

Query : 3 : Can I compensate any deficit in working hours in a week by working on Saturday, Sunday or any other holiday ?

Clarification : No. Deficit in working hours of a week can be compensated on working days of the same week only.

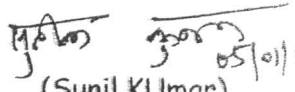
Query : 4 : Whether, intimation of individual leave applications are required to be sent to WPC ?

Clarification : No. Only monthly statement of CL / RH availed by all officials of the organisation / Unit are to be sent to WPC section by 05th of the following month by Nodal Officers identified for the organisation / unit as per provisions of para 12 (i) of rules circulated vide O.M. date 16th December 2010.

In case of all other leaves sanctioned by concerned establishment sections, no intimation by endorsing copy of leave forwarding letter to WPC is required. However, copy of sanction order for a month by concerned establishment section is required to be endorsed to WPC section by leave sanctioning establishment section by 07th of the following month.

Query : 5 : Whether, intimation of individual going on tour is required to be sent to WPC ?

Clarification : No, only monthly statement of all officials under a organisation / unit who had gone on tour or are on tour is required to be sent to WPC section by the nodal officer identified as per provisions of para 12 (i) of the rules circulated vide O.M. dated 16th December 2010.


(Sunil KUMar)
Dy. Director (WPC)

To

1. PSO to Chairman, CWC
2. PPS to Member (D&R / RM / WP&P)
3. Chief Engineer (BPMO / CMO / DES(NW&S) / DES (E&NE) / DES (N&W) / DSO / EMO / FMO / HSO / HRM / NBP / IMO / PMO / PAO / PO&MIO / PPO / P&D), ADVISOR (ISO / STAT).
4. Director (Coordination) [D&R/WP&P/RM].
5. Director (R&D Division), MoWR.
6. Director, SM Dte. for uploading on the web site of CWC.
7. Assistant Controller of Accounts, CWC
8. Director (TC / Trg / Admn. / Estt-I / Estt-II)
9. Deputy Director, Library, CWC.
10. Accounts Officer, CWC.
11. Director (PCP) in respect of work charged / Temporary staff of CWC
12. Director, (RDC) in respect of officials under his directorate.
13. Deputy Director, Data Centre, CWC, CSMRS building, New Delhi
14. Under Secretary (E-I / E-II / E-III / E-IV / E-V / E-VI / E-VII / E-VIII / E-IX / E-X / E-XI / E-XII / E-XIII / CMV / O&M / Hindi section / R&I section / APAR).
15. DDO-I / DDO - II
16. G.M., CWC Canteens.
17. All Notice boards.
18. Guard file.