

Date 6 January' 2011

**Office Memorandum**

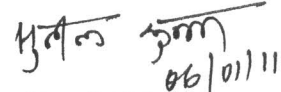
**Sub: Duties of 'Nodal Officers' in implementation of Biometric Based Attendance Monitoring System (BBAMS).**

"Rules for Implementation of Biometric Based Attendance Monitoring System (BBAMS) at Central Water Commission (HQ) and Pay & Accounts Office, CWC" were circulated vide O.M. No. 9/11/2010-WPC/1651-1707 dated 16<sup>th</sup> December 2010. As per para 12 (i) of the rules, 'Nodal Officers' for all organisation / unit / office were required to be identified by the organisation / unit / office concerned and such identified 'Nodal Officers' were entrusted with certain responsibilities. The responsibilities entrusted to 'Nodal Officers' are reiterated below :

1. Organisation / Unit / Office wise detailed consolidated monthly statement of CL / RH availed by officials working under the Organisation / Unit / Office is to be sent to WPC section by 05<sup>th</sup> of the following month by 'Nodal Officer'.
2. Organisation / Unit / Office wise consolidated monthly statement regarding all officials working under the Organisation / Unit / Office who had been or are on tour outside headquarters is to be sent to WPC section by 'Nodal Officer' clearly indicating the tour period and its location by 05<sup>th</sup> of the following month.
3. Organisation / Unit / Office wise consolidated monthly statement of all officials who visited local offices of CWC / MoWR / Other Ministries for official purposes and situation was such that official proceeded to local offices of CWC / MoWR / Other Ministries directly from home in the morning or proceed from the office in late afternoon from where (s)he is not likely to return to office and due to which such official was not able to mark attendance in the system either in the morning or evening as the case may be, is required to be sent to WPC section by 05<sup>th</sup> of the following month by 'Nodal Officer' in the following format :

Sl. No.	Name of Officer	Date / Time	Venue	Purpose of meeting	Signature of approving authority
1.					

4. In case of officials posted at Data Centre, CSMRS building; daily report of attendance of officials would be sent to WPC section by 10:00 AM on the following day by Deputy Director in charge of Data Centre or official designated for this purpose in his absence through e-mail at [wpcl@nic.in](mailto:wpcl@nic.in) However, monthly statements mentioned at paras 1, 2 and 3 above in respect of officials posted at Data Centre, CSMRS building would be sent to WPC section by 'Nodal Officer' identified for P & D organisation.

  
(Sunil K Umar)

Dy. Director (WPC)

To

1. 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).
2. Director (TC / Trg / Admn. / Estt-I / Estt-II)
3. Director (Coordination) [D&R/WP&P/RM].
4. Director (PCP) in respect of work charged / Temporary staff of CWC
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. Deputy Director, Data Centre, CWC, CSMRS building, New Delhi
9. Accounts Officer, CWC
10. Under Secretary (E-I / E-II / E-III / E-V / CMV).
11. PS to Chairman, CWC
12. PS to Member (D&R / RM / WP&P)
13. PS to Chief Engineer (HRM)
14. PS to Secretary, CWC
15. All Notice boards.
16. Guard file.