

Date 11/11 January' 2011

Office Memorandum

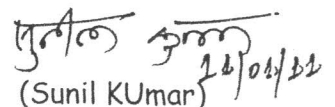
Sub: Implementation of Biometric Based Attendance Monitoring System (BBAMS).

Biometric Based Attendance Monitoring System (BBAMS) at Central Water Commission (HQ) and Pay & Accounts Office, CWC has been introduced with effect from 30.12.2010 and pay and allowances of officials would be linked to the attendances marked in the system. Detailed rules for implementation of the system and required related activities along with officials entrusted with the responsibility of completing those activities were circulated vide various Office Memorandums / Circulars.

In continuation of the rules formulated and circulated vide various Office Memorandums / Circulars, it is reiterated that in between the time from 09:30 AM to 06:00 PM, presence of officials in office shall be ensured by concerned Controlling Officers. Surprise checks may be made in between and if anybody found absent, necessary action as per rules may be taken against the official.

Following information / decision of competent authority are further communicated for the benefit of all concerned :

1. Daily attendance report is available on the CWC intranet portal 'Sangam' in "In the Circular" section on the home page.
2. Daily report uploaded on the Sangam portal is only raw data where officials can see the incoming and outgoing punch timings in the system. After entry of reasons of absence of all kinds such as leave, tour, official meetings in other offices etc., final reports for each month would be generated by 15th of each subsequent month for preparation of list of officials whose pay and allowances are to be processed and those whose are not to be processed keeping in view of their non regularisation of attendance / leave.
3. Controlling Officers are required to keep records of CL / RH / Compensatory leave based on the times of entry / absence in the BBAMS by officials under their control which is available in the form of daily attendance report on CWC intranet portal 'Sangam' and same is to be reflected in the monthly statement of CL / RH / Compensatory leave to be sent to WPC section by 05th of every month.


(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 / PPQ / 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. PS to Chairman, CWC
16. PS to Member (D&R / RM / WP&P)
17. PS to Chief Engineer (HRM)
18. PS to Secretary, CWC
19. DDO-I / DDO - II
20. G.M., CWC Canteens.
21. All Notice boards.
22. Guard file.