

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

Date 7th January' 2011

Office Memorandum


Sub: Duties and responsibilities of Under Secretaries in HRM wing and other officers entrusted to sanction leave in respect of certain officials 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 16th December 2010. In para (12) of the rules, need to regularise the periods of absence in time bound manner has been emphasised indicating time line for such purposes. In this regard, provision for regularising the periods of absence of officials by sanction of regular leaves (other than CL / RH regarding which action is to be taken by 'Nodal Officers') are reiterated below :

"All leave applications of nature such as EL / Commuted Leave / HPL etc. received in a month in establishment sections, other offices of CWC (HQ) where leaves of certain employees are sanctioned there itself and office of Assistant Controller of Accounts, CWC are required to be sanctioned (indicating employee code in the sanction order) by respective establishment sections and other offices as the case may be by 07th of the following month with copy of sanction order endorsed to WPC and delivered under proper receipt of concerned official in WPC."

All Under Secretaries of the establishment sections of CWC, other leave sanctioning authority in CWC (HQ) where leaves of certain employees are sanctioned at their place of posting itself and Assistant Controller of Accounts, CWC would ensure that all leave applications received in their offices and offices under their control are sanctioned and copies sent to WPC section under proper receipt by due

date as release of salaries are linked to absentee statement which is required to be issued by WPC section, CWC.


07/11/11
(Sunil Kumar)

Dy. Director (WPC)

To

1. Director (PCP) in respect of work charged / Temporary staff of CWC
2. Director (RDC), CWC, New Delhi.
3. Director (Training), CWC, New Delhi.
4. Director (R&D Division), MoWR.
- 627 5. Director, SM Dte. for uploading on the web site of CWC.
6. Assistant Controller of Accounts, CWC
7. 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).
8. All Notice boards.
9. Guard file.