

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

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

Date December' 2010

Office Memorandum

Sub: Introduction of Biometric Based Attendance Monitoring System (BBAMS) in CWC.

With a view to improve efficiency in monitoring the attendance, leave records and over all working environment, Biometric Based Attendance Monitoring System (BBAMS) is being introduced in Central Water Commission w.e.f. 29.12.2010. The detailed guidelines framed for implementation of the system is enclosed for adherence by all concerned.

2. The office timings are from 09:30 AM to 06:00 PM with 30 minutes of lunch break from 01:30 PM to 02:00 PM and officers / officials are required to make entry in the system at their time of arrival in the office and time of departure from the office.
3. In between the time from 09:30 AM to 06:00 PM, presence of officials in office shall be ensured by concerned Controlling Officers.
4. Officers / officials of Central Water Commission (HQ) [including RD Dte.]; R & D Division, MoWR; those who are posted informally at CWC (HQ) but pay & allowances are processed in other offices of CWC and office of Assistant Controller of Accounts, PAO, CWC shall come under the purview of the system.
5. The officials / staff who are required to perform shift duties will be guided by the timings of their duty assigned.
6. Pay and Allowances of all officers / officials would be linked to their attendance marked in the monitoring system and leave regularisation as enumerated in the detailed guidelines from the month of January 2011.
7. Location wise co-ordinators are identified as follows :

Sl. No.	Location	Name of official to co-ordinate	Designation / office
1.	Sewa Bhawan	Sh. Anil Kumar Verma	Assistant Director - II / WPC
2.	West Block - I	Sh. C.K. Banerjee	Assistant Director - II / PCP
3.	West Block - II	Sh. B.L. Sharma	Assistant Director - II / PCP
4.	New Library building	Sh. Shiv Raj Singh Saini	Assistant Director - II / Library
5.	Data Centre, CSMRS building	Sh. Pankaj Sharma	Deputy Director, Data Centre, CSMRS building.

The machines installed at these locations would be regularly supervised by respective co-ordinators listed above and in case of any malfunctioning / non-functioning of machines, would contact M/s Star Link Communication Pvt. Ltd., New Delhi for rectification at the earliest. The contact persons in M/s Star Link Communication Pvt. Ltd. are as follows :

Sl. No.	Name	Contact Number
1.	Sh. Rajesh Kumar Singh	9953596704
2.	Sh. Pradipta Kumar Mehra	9953596708
3.	Sh. Jitendra Naik	9953596717
4.	Sh. Nitin	9953596714

8. WPC section would be the nodal office for implementation of the Biometric Based Attendance Monitoring System (BBAMS).

9. All installed machines and corridors leading to these machines shall be under 24-hours surveillance through CCTV cameras. Disciplinary / legal action shall be taken against any official found to be tampering with the attendance monitoring system / surveillance system.

10. Instructions / Rules may be brought to the notice of all officers / officials.

(K.Vohra)
Secretary (CWC)

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. Deputy Director, Library,CWC.
7. Accounts Officer, CWC.
8. Assistant Controller of Accounts, CWC
9. Director (TC / Trg / Admn. / Estt-I / Estt-II)
10. Director (PCP) in respect of work charged / Temporary staff of CWC
11. 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).
12. G.M., CWC Canteens.
13. Guard file.

Copy to :

Controller of Accounts, Ministry of Water Resources, Shastri Bhawan, New Delhi.