

Room No. 304(S), Sewa Bhawan,
R. K. Puram, New Delhi.

Dated: 23rd August 2011

Office Memorandum

Sub: Rules for Biometric Based Attendance Monitoring System.

Biometric Based Attendance Monitoring System (BBAMS) was introduced at Central Water Commission (HQ) and Pay & Accounts Office, CWC with effect from 30.12.2010. The original rules for the same were circulated vide OM No. 9/11/2010-WPC/1651-1707 dated 16th December 2010 with the approval of competent authority. To accommodate the views of staff side, relaxations in the original rules were made from time to time and changes circulated vide subsequent office memorandums.

2. During last office council meeting of CWC, one final suggestion regarding calculation of working hours / monitoring of attendance be done on monthly basis rather than on weekly basis was put forth by staff side.
3. Keeping above in view, it has been decided with the approval of competent authority that calculation of working hours / monitoring by Biometric Based Monitoring System (BBAMS) shall be done on monthly basis unless otherwise specifically mentioned under a specific clause of the rules, with effect from August 2011 rather than weekly basis as envisaged in the original rules circulated vide OM dated 16th December 2010.
4. After incorporating all the relaxations made in the original rules from time to time and provision of calculation of working hours / monitoring by Biometric Based Monitoring System (BBAMS) on monthly basis w.e.f. August 2011, a consolidated

upto 23 on 23/8/11
AD

rules for implementation of Biometric Based Monitoring System (BBAMS) has been framed for ease of reference and understanding and is enclosed with the OM. This revised consolidated rules for implementation of BBAMS shall be effective from August 2011.

5. The Nodal Officers identified by different organizations / units at CWC (HQ) for the purpose of BBAMS shall remain the same.
6. Duties of nodal officers, Under Secretaries / SOs and DDOs for the purpose of Biometric Based Monitoring System (BBAMS) shall remain the same which were communicated vide OMs dated 06th January 2011, 07th January 2011, 13th January 2011, 18th January 2011 and 03rd March 2011.
7. The Biometric machines and Cameras installed at different locations at CWC (HQ) would be regularly supervised by respective co-ordinators listed below :

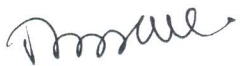
Sl.No.	Location	Name of official to co-ordinate	Designation / office
1.	Sewa Bhawan	Sh. Anil Kumar Verma	AD-II / WPC
2.	West Block - I	Sh. S.P. Keshari	AD-II / PCP
3.	West Block - II	Sh. R.C. Das	AD-II / PCP
4.	New Library Building	Sh. N.K. Gupta	AD-II / Library
5.	Data Centre, CSMRS Building	Sh. Pankaj Sharma	DD, Data Centre, CSMRS Building

In case of any malfunctioning / non-functioning of biometric machines and cameras, co-ordinators would contact M/s Star Link Communication Pvt. Ltd, New Delhi for rectification at the earliest. The contact person in M/s Star Link Communication Pvt. Ltd. are as follows :

Sl.No.	Name	Contact Number
1.	Sh. H.K. Tiwari	9873354276
2.	Sh. Pradeep Kumar Mehra	9953596708
3.	Sh. Rajesh Kumar Singh	9953596704

8. This OM shall supersede all earlier OM's vide which rules for implementation of BBAMS and relaxations there in were made. Any other OM / instruction issued for implementation of BBAMS shall continue to be applicable.

This issues with the approval of Chairman, CWC.


(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. 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), CWC
12. Director, (RDC), CWC
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. Guard file.

Revised Rules for Implementation of Biometric Based Attendance Monitoring System (BBAMS) at Central Water Commission (HQ) and Pay & Accounts Office, CWC (W.E.F. August 2011)

1. The Biometric Based Attendance Monitoring System (BBAMS) shall continue to be maintained by SM Dte. whereas the matter of attendance and related policy will be dealt in Work Plan Cell.
2. The term official used in these rules would include all the officers and other staff of CWC (Headquarter) and office of Assistant Controller of Accounts, CWC, New Delhi.
3. All officials will be required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception.
4. The office timings are from 09:30 AM to 06:00 PM, unless otherwise specified for any official for shift duties who would be guided by their shift duty timings, with 30 minutes of lunch break from 01:30 PM to 02:00 PM and these are to be scrupulously observed. Each official has to put in sufficient number of working hours in a calendar month so that eight working hours per working day in a calendar month, reduced on pro-rata basis in case of officials availing leave, is necessarily met. For example ; in a calendar month of 22 working days (excluding weekends and gazette holiday), total working hours requirement would be 22X8 hours i.e. 176 hours. If any official avails one day of leave in the month, working hours requirement would be 21X8 hours i.e. 168 hours. Similarly, for each half day casual leave availed in a month, working hours requirement would be reduced by 4 hours each. Working hours put in by officials on working days only of a calendar month would be counted for the purpose.
5. In between the office timings, the presence of officials shall be ensured by controlling officers concerned.
6. In the morning, the time recorded between 9:30 and 9:40 would not be counted towards the shortfall as this is given for marking attendance in Biometric system. Similarly, time recorded between 05:50 and 06:00 in the evening would also not be counted as shortfall for the same reason.
7. Keeping in view the traffic conditions, late arrival up to 30 minutes (i.e up to 10:00 AM) in the morning and early departure by 30 minutes (i.e. between 05:30 & 06:00 PM) can be relaxed subject to the condition that the duration of late

arrival / early departure is compensated by sitting extra time on any working day of the calendar month so that working hours requirements as enumerated at para (4) above are fulfilled.

8. Late coming beyond 10:00 AM is not permissible. However, in exceptional circumstances, late coming up to 10:30 AM, maximum 4-times in a calendar month can be relaxed subject to the condition that the duration of late arrival is compensated by sitting extra time on any working day of the calendar month so that working hours requirements as enumerated at para (4) above are fulfilled.
9. In exceptional cases like consultation with doctors in CGHS Dispensary/hospitals/attending social obligation, etc., late coming in the morning/early departure in the afternoon up to two hours (maximum) will be allowed subject to the condition that prior intimation/approval of the immediate superior officer has been obtained and the duration of late coming/early departure is compensated by devoting such extra hours of work so as to ensure that working hours requirements as enumerated at para (4) above are fulfilled. This relaxation can be availed maximum up to three times in a calendar month.
10. While taking flexibility, if necessary working hours for a calendar month for any official is not maintained, disciplinary action may be initiated against the erring official as deemed fit under the rules.
11. Arrival in the office after 10.00 AM or departure from office before 05:30 PM will be reckoned as half day Casual Leave subject to other rules mentioned here in. This will be applicable till Casual Leaves are available in the account of official. If casual leave of official is exhausted, disciplinary action shall be initiated against erring officials as deemed fit under the rules.
12. Any official availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS up to 02:00 PM and the official availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS at 01:30 PM or after. Concerned controlling officers should take care of the timings before granting half day CL to an individual.
13. Where an officer is required to go for an official meeting in another office directly from home or proceed in the late after noon from where (s)he is not likely to return to office, an intimation to this effect will be furnished in

advance to WPC Dte. through e-mail at ID wpcl@nic.in However, written intimation would also be sent as per instruction at para 16 (vi).

14. Any official who is given "Card only" option for marking attendance in the BBAMS shall not hand over his / her card to any other employee to mark attendance in the BBAMS on his/her behalf. If such incidences are noticed / reported, disciplinary action would be taken against the officials involved. In case, an official is not able to mark his/her attendance in the BBAMS, he/she shall report to WPC section immediately.
15. Effort would be made to upload attendance reports on intranet portal "Sangam" on daily basis. However, individual officials should keep records of his / her attendance timings marked in the BBAMS.
16. Pay and Allowances of all officials would be linked to their attendance marked in the monitoring system and regularisation of leave availed by them. For release of pay and allowances of a month, attendance / leave regularization of the immediate preceding month shall be taken in to account. Officials shall get their leave / attendance regularized in the following manner :
 - i. 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 shall be 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 every month through nodal officers.
 - ii. Directorate / section - wise consolidated monthly CL / RH statement / any kind of regular leave applied in respect of officers / staff working under a unit / office shall be sent latest by 05th of following month to WPC section by nodal officers already identified for the purpose in the proforma enclosed.
 - iii. It must be ensured by the controlling officer / official concerned that duly recommended leave applications of nature such as EL / Commuted Leave / HPL etc. are sent to concerned Establishment sections promptly. The establishment sections shall ensure that all such leaves for a month are duly sanctioned by 07th of the following month with copy of sanction order endorsed to WPC and delivered under proper receipt of concerned official in WPC. Non receipt of such order in WPC would entail fixing responsibility for delay.

- iv. In case of commuted leave on medical grounds or Earned Leave overlapping two consecutive months, period of absence shall be kept under suspense and marked 'S' and shall be regularized immediately after joining of official as elaborated at para 16 (iii) above. During this period, pay and allowances of the official would be released. However, in case leave is not regularised after his joining office, pay and allowances of such official would not be processed further till such regularization. Responsibility for the same would lie on concerned official / controlling officer / concerned establishment section as the case may be.
 - v. For officials going on official tour, nodal officer shall send a monthly statement in this regard to WPC, CWC along with monthly CL / RH statement for making necessary entries in the system by 05th of following month in the prescribed proforma enclosed.
 - vi. In case, any official is to visit local offices of CWC / MoWR / Other Ministries for official purposes and situation is such that such official would not be able to mark attendance in the system either in the morning or evening, prior intimation regarding it would be sent to WPC section through e-mail as mentioned at para 13 above. Further, a consolidated monthly statement in this regard would be sent by nodal officer by 05th of following month for making necessary entry in the system in the proforma enclosed.
 - vii. Nodal officers shall see the monthly attendance uploaded on the intranet portal "Sangam" and ensure that there is no discrepancy with regard to absence of any official in a particular month and monthly return sent by them.
 - viii. WPC would register all employees of CWC on Biometric system and any official who is left out for some reason should contact WPC for registering in the system as the pay of officials is linked to it. Similarly, officials joining CWC (Headquarter) [both in CWC office and DCA office] thereafter on transfer etc. should get themselves registered for Biometric system in WPC.
 - ix. In case of officials posted at Data Centre, CSMRS building; daily report in the proforma generated by the system would be sent to WPC section by Deputy Director in charge of Data Centre through e-mail at wpcl@nic.in
17. Methods of regularisation of periods of absence of all nature mentioned in Sl. No. (16) above would also be applicable to officials of RD Dte. and officials under the office of Deputy Controller of Accounts, P&AO, CWC.

18. List of officials whose pay and allowances are to be processed and whose can not be processed keeping in view of their attendance / regularization of leave would be made available on intranet by WPC by 15th of every month for needful in this regard by concerned DDOs / bill preparing authorities.
19. All Over Time Allowances would be sanctioned by the concerned officials based on times of attendance marked in the Biometric Based Attendance Monitoring System (BBAMS) only.
20. As mentioned at para (4), the officials / staff who are required to perform shift duties will be guided by the timings of their duty assigned. Concerned authority / SOs responsible for assigning the shift duties would send by 25th of each month the duty roster of next month. Further, any changes made to the duty roster due to unavoidable circumstances, the same would be informed in advance by concerned authority to WPC.
21. Concerned DDO, Deputy Controller of Accounts Office, CWC and RD Dte. would prepare pay bills strictly in accordance with these rules.
22. 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.
23. Machines installed at West Block - I & II and New Library Building would be opened at 09:00 AM in the morning and locked at 06:30 PM in the evening. The locking and opening arrangement would be ensured by PCP Dte. If any official posted at West Block - I & II and New Library Building comes to office before 09:00 AM or leaves office after 06:30 PM, official may mark time of arrival / time of departure in any of the machines installed at Sewa Bhawan.

Proforma for information to be sent to WPC Section by Nodal Officers on 05th of each month for
implementation of BBAMS

Sl. No.	Employee code (7 digits)	Name of employee	Designation	Period of leave			Nature of leave	Local duty as per para 16(vi) of the rules		Tour as per para 16 (v) of the rules		
				From	To	No. of days		Date / Time	Place / Purpose	From	To	Place of tour
Name of Directorate / Section :												
1												
2												
3												
Name of Directorate / Section :												