

I/137974/2023

Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD&GR
Central Water Commission
(e-Governance Cell)

3rd Floor (South), SewaBhawan,
R.K. Puram, New Delhi-110066
Dated: 22.06.2023

OFFICE MEMORANDUM

Sub: Punctuality in Attendance- reg.

Subsequent to implementation of Aadhar Enabled Biometric Attendance System (AEBAS) for CWC (HQ), New Delhi, a set of rules to be followed by all officers for marking attendance in the system was issued vide CWC's OM dated 27.04.2017 which is currently in force.

2. It has been observed that some of the officers are not maintaining punctuality in attendance. Such situation has been taken note of and viewed seriously at higher level. Further, not maintaining punctuality is direct violation of CCS (Conduct Rules) which may invoke action as per rules.
3. To ensure punctuality, following instructions are required to be scrupulously followed by all the officials:
 - i. All Officials are required to mark their attendance upon arrival and at the time of departure from office on AEBAS as per the rules in force and ensure working hours of 8 hrs/ day (excluding lunch hours). In case of any short falls, the officer shall apply for leave.
 - ii. Those officials, who are still not registered in AEBAS of CWC, may get themselves registered without fail.
 - iii. Arrival/ departure time to/ from office must strictly adhered to.
 - iv. Responsibility for monitoring attendance and ensuring punctuality rests with the respective Controlling officers in Wing/ Organisation/ Directorate/ Section. All the controlling officers should strictly review the attendance of all officials under them and take necessary action in case of any short falls including leave from such officials.
4. The above instructions may be noted by all concerned for strict compliance.

(Praveen Kumar)
Secretary, CWC

To,

All Officials of CWC (HQ), New Delhi - Through CWC website.

Copy to:

1. PPS to Chairman, CWC.
2. PPS to Member (WP&P/D&R/ RM), CWC.
3. All the Chief Engineers, CWC (HQ)/ Advisor (ISO).