



राष्ट्रीय पुस्तक न्यास, भारत
मानव संसाधन विकास मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Human Resource Development, Govt. of India

F.No. 6-3/Estt./NBT/2014/

31 October 2014

CIRCULAR

Sub.: Monitoring punctuality/attendance through Bio-metric Machine-regarding

In terms of Government of India directives, the Ministry of Human Resource Development, other government departments and field offices have introduced Bio-metric Attendance System w.e.f. 1.10.2014. As a first step, with a view to effectively monitor and ensure punctuality and attendance of all employees, the Trust has introduced Bio-metric attendance for all Contractual Staff w.e.f. 1.10.2014. Now, it has been decided to introduce Bio-metric attendance for regular employees and Consultants in the Trust.

2. All officers and employees of the Trust posted in the NBT HQrs, New Delhi, Regional Offices and Book Promotion Centres of NBT are required to register their arrival/departure time using Bio-metric machine on all days of attending the office.

3. Attendance of all staff of the Trust posted in the NBT HQrs, New Delhi, Regional Offices and Book Promotion Centres of NBT including Consultants, the outsourced staff, shall be monitored using the Bio-metric machines installed in the Trust.

4. As per Government of India guidelines, a working day consists of 8 hours (9.00 a.m. to 5.30 p.m. with half an hour lunch break from 1.00 p.m. to 1.30 p.m.). All the officials are, therefore, expected to work an 8-hour a day with 40 hours in a week, unless exempted for each case by the Competent Authority due to other reasons (Tour, Training, Leave etc.). Shortfall in 40 hours of working in a week without proper justification will attract suitable action for such lapses on the part of an employee or officer.

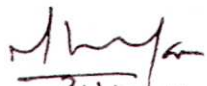
5. All staff of the Trust shall report for duty at 9.00 a.m. every day. In case of delay in reporting due to traffic congestion etc. relaxation of 60 minutes maximum will be given subject to the condition that he/she complete 8 hours of duty every day. A maximum of 3 days late reporting (max-15 minutes after 10.00 a.m.) will be allowed, where late coming is reported in case the late coming of staff exceeds 3-days limit, ½ day casual leave will be deducted. Provided in the each case the entry is made by 1.00 p.m. Thereafter, one full day casual leave will be deducted, for each day. In case, the Casual Leave is exhausted, deduction will be done against regular leave at credit.

6. If monthly reports generated depict any objectionable routine, suitable action will be initiated against those staff for such lapses as per extant rules.

7. No recreational facilities will be opened during office hours except lunch break (i.e. from 1.00 p.m. to 1.30 p.m.)

Contd.../-

8. The staff entitled for the Overtime allowance shall be sanctioned OTA only for extra hours over and above the basic duty of 40 hours in a week. The Cash Section shall verify the same before preparing their OTA bill.
9. In order to validate their attendance records, all officers or staff are requested to ensure that a copy of their relevant documents/approvals (Leave, Training, Tours mandatory medical check-up etc.) are submitted to the Assistant Director (Estt.) for updation of their data for attendance monitoring, so that the reports generated periodically are issued without any discrepancy about their absence.
10. If any Officer or Staff is unable to register his/her attendance due to any technical problem, the same may be immediately brought to the notice of the Assistant Director (Estt.) along with relevant document (if any) for condonation/approval of the Competent Authority.
11. In the case of Outsourced Contractual Staff, the shortage in mandatory duty hours in week/month, shall result in deduction of monthly wages payable to the Service Provider on pro-rata basis or as may be decided by the Competent Authority on case to case basis.
12. As a preparatory work for Bio-metric attendance, thumb impression of all the officers and staff will be taken by the representative of outsourced agencies/firm engaged by the Trust.
13. All Sectional/Divisional Head of the Trust shall continue to maintain their attendance register until the new system of attendance is well established and instruction to discontinue the same are issued by the Trust.
14. These instructions shall into effect from 10.11.2014 for Hqrs, New Delhi and from 1.12.2014 for Regional Offices, Book Promotion Centres etc.
15. The Assistant Director (Estt.) will act as the Nodal Officer in monitoring the Bio-metric Attendance System.
16. This issues with the approval of the Chairman, NBT.


31/10/14
(Dr M. A. Sikandar)
Director

To,

1. All Sectional/Divisional Heads
2. All Officers/Staff
3. All Regional Offices (ERO/SROWRO) and All Book Promotion Centres
4. Notice Boards
5. Web Circular
6. PS to CM

Copy to :

✓ The Joint Secretary (BP), Ministry of Human Resource Development, Department of Higher Education, Room No. 107, 'D' Wing, Shastri Bhawan, New Delhi-110 115 for information.