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भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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दिनांक / Date: 17/10 October, 2018

### CIRCULAR

**Subject: - Adherence to Punctuality and Monitoring thereof through AEBAS – reg.**

The instances of late reporting and in some cases absence without prior sanction of leave by officials of ISTM have been observed with due concern for some time now.

2. The office timings are from 9:00 AM to 5:30 PM. Each official has to put in at least 40 hours of work time over a 5 days' week. Every member of the Staff / Officer including Consultants, Network Engineer, TMIS Software Developers, e-Office and Library Software Application Support Engineers Data Entry Operator and Receptionist, etc. is expected to be in his/her seat and to start work by 9:00 AM, unless he/she has previously obtained special permission for late attendance. Ten (10) minutes grace may be allowed in respect of arrival time to cover any unforeseen contingencies. Persons reaching office during this period of grace are nevertheless late, but such late may be condoned unless it becomes a matter of frequent occurrence. Similarly, early departure up to 30 minutes can be relaxed occasionally by the Reporting Officer subject to the condition that the duration of early departure is compensated by sitting extra time on any day of the same week, so that a maximum of 40 working hours for a 5 days a week is maintained.

3. Where an officer is required to go for an official duty such as deployment for conducting sessions outside ISTM / official meeting / requirement in any other office directly from home or proceed in the late afternoon from where he / she is not likely to return to office, an intimation to this effect will have to be furnished in advance to his / her Reporting Officer. The Reporting Officer should maintain a register in the format given below, showing the time spent by the officer on such official duties outside ISTM. In case an officer is to attend some other Government Office, where AEBAS is enabled, then such officer should mark his / her attendance in that office in the morning or evening as the case may be.

Sl. No.	Date	Name & Designation of the officer	Time spent on official duty outside ISTM	Nature of duty	Sign	Countersigned by the Reporting Officer

4. As per extant instruction, (as contained in DoPT O.M. No. 28034/8/75-Esst-A dated 04.07.1975; No. 28034/10/75 Esst-A dated 27.08.1975; No. 28034/3/82-Esst-A dated 05.03.1982) half a day's Casual Leave should be debited for each day of late attendance, but late attendance / early departure up to an hour on not more than two occasions in a month only in exceptional cases like consultation with doctors in Hospitals / attending social obligations etc. may be condoned by the section heads and the duration of late coming / early departure is to be compensated by devoting such extra hours of work so as to ensure that the minimum 40 working hours per week schedule for the entire week is maintained. Suitable disciplinary action may be initiated by the Controlling Officer, in addition to debiting half a day's Casual Leave against Government Servants, who are habitually late. Early leaving is also to be treated in the same manner as late coming.

5. Any official availing half day Casual Leave in the forenoon will make arrival entry in the AEBAS up to 1:30 PM and the official availing half day casual Leave in the afternoon will make departure entry in the AEBAS at 01:00 PM or after.

6. In offices, where the devices may not function properly on some days, the officers are required to mark attendance in the register maintained for the purpose in the format specified below. The fact that the machine is out of order should be reported to the Nodal Officer for record and for remedial action. The register should be maintained in such a format, so that compiling the attendance officer wise is easy.

Sl. No.	Date	Name of the officer	Designation	Time in	Time out	Sign	Countersigned by the Reporting Officer

7. The officers / Staff on Leave / Study Visit are advised to enter the details thereof in the AEBAS and enter the details of Leave / Study Visit. The User Manual will be shared via email.

8. The Biometric Admins must ensure that there is no tampering with the Biometric Attendance System (BAS) and responsibility must be fixed in any such cases noticed.

9. Any difficulty in implementation and hardship felt, etc. should be immediately brought to the notice of the Nodal Officer (through proper channel).

10. This issues with the approval of the Director, ISTM.



(H. Govind)

Deputy Director (Admn.)

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**Copy to: -**

1. All faculty members.
2. PS to Director, ISTM.
3. PA to Addl. Director, ISTM.
4. All non-faculty members, officers and staff of ISTM.
5. Consultants, Network Engineer, TMIS Software Developers, e-Office and Library Software Application Support Engineers Data Entry Operator and Receptionist.
6. Notice Board (Admin Block, Library, Seminar Hall Complex and Hostel).
7. System Admin Unit for uploading on ISTM website below "Other Circulars" and for sharing User manual to all concerned by e-Mail as stated in para 7 above.
8. Hindi Unit for translation.