



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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OFFICE ORDER

As Biometric Attendance System has been set up in all the District Project Coordination Units(DPCUs), all officials working at DPCUs are, hereby, required to mark their attendance in aforesaid system w.e.f. 01/01/2016 for which guidelines are as under:-

1. **Punch Time:**-Punching time in the machine to record attendance will be from 8 AM to 8 PM. Outside this period the Biometric Machine will not record attendance. Last punch in a calendar day will be treated as out time for that day.
2. **Office hour:**-10 AM to 5 PM will be the office hour on every working day for DPCUs and BPIUs. 15 minutes grace will be provided for in-punching.
3. Lunch time will be from 1:30PM to 2:00 PM
4. Half day working:-
 1. 1st half period: 10 AM to 1:30 PM
 2. 2nd half period: 1:30 PM to 5 PM
5. Sunday and Holidays-No punching will be allowed
6. 3 late comings/early leavings in a month would amount to 1 CL. If no CL is available, it would amount to Leave without Pay (LWP).
7. Attendance punched by any official after 11:00AM will be considered as half day CL for the same day whereas officials who wish to leave office early and punch on or before 4:15PM will also be considered as on half day CL.
8. When an employee is unable to punch his attendance in time due to justifiable reason, He/She will have to record his/her attendance into Biometric Supplementary Register that will be certified/countersigned by reporting officer otherwise he will be treated as absent for the day.
9. Attendance Correction:-Attendance correction will either be done by CEO or by the person authorized by the CEO
10. All the officials working at DPCU will have to punch their attendance necessarily in Biometric Attendance System without any exception.


(Kumar Anshumaly)
Director

Notice Board

Copy to:-

1. Director/OSD/CFO /PS
2. All PCs/ SPMs/SFM/PMs/PO/AFM
3. All DPMs/FMs/ HRs/All Thematic Managers
4. IT Section
5. Concern File