



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



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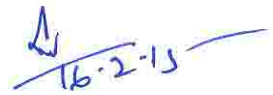
Ref. No. : BRLPS/Estt/221/08/4196

Date: **16.02.2015**

OFFICE ORDER

Vide Office Order Ref. No. : BRLPS/Admn/04/06/Vol-5/3973 dated 29.01.2015 five days a week working system has been implemented at SPMU office of BRLPS. With the change in working hours, biometric attendance system is being modified as hereunder :-

1. **Punch time** -The punching time in the machine to record attendance will be from 8:00 am to 8:00 pm. Outside this period the machine will not record attendance. Last punch in a calendar day will be treated as OUT time for that day.
2. **Office Hour** - For the machine, 09:30 am to 6 pm will be considered as attendance recording hour. 15 minutes grace period would be allowed for 'IN' punching.
3. **Lunch Hour** - Lunch time will be from 1:45 pm to 2:15 pm.
4. **Half day working** -
 - I. 1st half period - 09:30 am to 02:00 pm, Grace Time of 15 minutes is allowed for punching IN.
 - II. 2nd Half period - 2:00 pm to 06:00 pm
 - III. No grace time is allowed for OUT punching , meaning thereby that no one would leave before 06:00 pm.
 - IV. Punching 'IN' after 10:30 a.m. would result in deduction of ½ day CL. It will not be counted as coming late.
5. **Saturday, Sunday and Holiday** - No punching will be allowed.
6. 3 late comings / early leaving in a month would amount to 1 CL. If no CL is available in balance, it would amount to 1 LWP.
7. When an employee is unable to punch his attendance in time due to justifiable reasons, S/He will have to record his / her attendance into Biometric Supplementing Register for the same, otherwise this will be treated as half day absence.
8. **Attendance correction** - Attendance correction will be done either by CEO or by the person authorized by CEO.
9. Attendance captured through Biometric System and/or Biometric supplementing Register will be used for salary preparation.


16-2-15

(Rajesh Parimal)
Administrative Officer

Notice Board

Copy to :

1. Director/OSD/FO/PS/AFM/PO
2. All PCs/SPMs/PMs/ SFMs/OAs/Accountants/Project Associates/YPs
3. IT Section