



भारत सरकार/Government of India
स्नातकोत्तर आर्युविज्ञान शिक्षण एवं शोध संस्थान
डा.राम मनोहर लोहिया अस्पताल, नई दिल्ली
Post Graduate Institute of Medical Education and Research,
Dr. Ram Manohar Lohia Hospital, New Delhi



File No. 12-4/2017/RMLH(MS)/ 8/08

Dated 24.07.2017

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OFFICE MEMORANDUM

Sub: Policy for implementation for Biometric Attendance System at PGIMER & Dr. RML Hospital, New Delhi

With a view to improve efficiency in monitoring the attendance, leave records and over all working environment, **Biometric Attendance System (BAS)** has been introduced in PGIMER & Dr. RML Hospital, New Delhi from the month of June 2016. Adequate numbers of machines are installed at various points to avoid long queues and inconvenience during office opening time as well as in the evening at departure time. In case, if any of the machine is not functioning, the officials/ employees may mark their attendance in any other machine installed/Register in the office. It is the duty of the official to get registered him/herself for BAS, administration will assist only.

The rules to be followed for operation of the Biometric Attendance system are as follows:

1. The Biometric Based Attendance System (**BAS**) will be maintained by E-governance Section, Dr. RML Hospital as the attendance related policy has been dealt by e-Governance office. Dr. Dheeraj Bahl, Chairman E-Governance will be the Nodal Officer for implementing BAS.
2. The term '**official**' used in these rules would include:-
 - i. Administrative Officers/CMO In-charges, Doctors (of all categories) including Doctors working in PGIMER & Dr. RML Hospital, from LHMC and CGHS also, and other Ministerial staff of PGIMER & Dr. RML Hospital.
 - ii. The Technical staff would include all the staffs working in Dr. RML Hospital including Lab Technologists, OT Technicians, ECG Technicians, Driving staff etc.
 - iii. Nurses (All categories) working in Dr. RML Hospital
 - iv. Teaching Faculty of College of Nursing and Psychiatric Deptt. like PSW and M.Phil, DPN etc.
 - v. All others staffs including contract and outsourced etc. which are not included in above categories.
3. All officials will be required to mark their arrival and departure time in Biometric Based Attendance Monitoring System machine without any exception.
4. In case, BAS is out of order/not working, all officials will be required to mark their arrival and departure time in the attendance registers maintained in their respective Sections for that/those day/days. The attendance reports will be sent to Deputy Director Administration with copy to E-governance office to enter in the BAS system. It will be responsibility of official to carry out this work to avoid shortfall of minimum hours of work in a week. Whenever, the BAS system is functional, manual attendance report will not be taken in to consideration.

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5. The office timings are from **09:00 AM to 04:00 PM** with **30 minutes of lunch break** from **01:30 PM to 02:00 PM for Monday to Friday and on Saturday the timings are from 09.00 AM to 01.00 PM** and these are to be scrupulously observed. Official here to put 40 hours of work in a week and for Resident Doctor 48 hrs./week
 - (a) This is pertaining to the staffs who are not put on shift duties.
 - (b) Staffs who are working on shift duties like morning/afternoon and night duties, their attendance will be calculated from their duty hours till end of duty. They must put required hours in a week i.e. 40 hrs. and 48 hrs. for Resident Doctor.
6. In the morning, the time recorded between 09:00 AM and 09:15 AM would not be counted towards the shortfall as this is given for marking attendance in Biometric System. Thereafter, late coming up to 15 minutes may be relaxed for not more than 2 days in a week keeping in view the transport problem or any other unforeseen eventuality subject to the condition that the duration of late coming is compensated by sitting late in the evening, preferably the same day or any other day of the same week so that **at least minimum work time for the week is maintained.**
7. Similarly, early departure up to 30 minutes can be relaxed for not more than 2 days in a week 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 **minimum work time for the week is maintained.**
8. Where an official is required to go for an official meeting in another office directly from home or proceed in the late afternoon from where he/she is not likely to return to office, intimation to this effect will be furnished in advance to the concerned reporting officer. They are free to mark their attendance from the place of meeting if BAS is available there. While taking advantage of the above flexibility, if minimum work time for the week is not maintained, disciplinary action may be initiated against the erring official as deemed fit under the rules.
9. Compensatory offs will be counted for any extra/special/night duty. Even so the total duration of minimum work period should not fall short of minimum work time.
10. As per Extant instructions (as contain in DoP&T OM No.28034/8/75-Estt. A dated 04.07.1975; No.28034/10/75 Estt.A dated 27.08.1975; No. 28034/3/42 Estt. A dated 05.03.1982) 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 comer. Early leaving also to be treated in the same manner as late coming. Arrival in the office after 09:30 AM or departure from before 04:00 PM will be reckoned as half day Casual Leave subject to other rules mentioned herein. This will be applicable till Casual Leaves are available in the account of official. If casual leave of official is exhausted, official may apply for any other kind of leave applicable including E.L. etc. Otherwise disciplinary action shall be initiated against erring officials as deemed fit under the rules. It is also to see that technical staff must work for minimum work time (40 hours) a week if there is shortfall the action will be taken in accordance to the rules (No: 11013/9/2014- Estt (A-III) from DoPT, GoI, dated 21st November 2014).

