

CIRCULAR NO.24/2013/TC

Sub:- TC – Estt – Enforcement of Office Discipline – Payment of pay and allowances of the employees-Instructions Issued

- Read:- 1. This office Circular No.2/2012 dated 04/06/2012
2. This office Circular No.03/2013 dated 16/03/2013
3. This office Circular No.11/2013 dated 14/06/2013
4. This office Circular No.19/2013 dated 06/07/2013

As per the Circulars read above bio-metric attendance system has been implemented in department office w.e.f. 01/07/2012 by dispensing with the Manual Attendance System w.e.f. 08/07/2013.

Scrutiny of the bio-metric attendance abstract of the department revealed serious lapses and laxity on the part of the officials for proper and regular marking of the daily attendance in the 'Forenoon' and/or 'Afternoon' sessions. As manual attendance system has been discontinued w.e.f. 08/07/2013, leaving of the officials without marking their attendance in the bio-metric system will negate the instructions issued as per the Circular read as 4th paper above. As all non-gazetted staff members of the office are expected to mark their attendance in the forenoon as well as afternoon sessions in the Attendance Register as a token of their presence in the office, the presence of such officials in the office for discharging the official duties, functions and responsibilities are to be tallied with their attendance in the bio-metric attendance position. On the other hand, as manual attendance system has already been dispensed with by this office w.e.f. 08/07/2013, no other alternate are available to confirm the presence of such officials in the office, which will call for unnecessary disciplinary proceedings against the officials for violation of statutory procedures as prescribed under para 159 of Manual of Office Procedures in addition to the proceedings of their unauthorized absence from duty.

In the circumstances all Head of Offices of this department are instructed to ensure themselves that attendance using bio-metric attendance system has been punctually marked by them in the 'Forenoon' and 'Afternoon' sessions before leaving the office as prescribed under para 159 of the Manual of Office Procedures. In any case the daily attendance of a whole day or a particular session may not be marked in the bio-metric attendance due to any convincing reason(s) either on the part of the employees or due to the defect/improper working of the bio-metric system, the attendance of the official in that particular session/day to be confirmed and certified by the Section Heads/Controlling Officers concerned.

The Head of Offices/Drawing and Disbursing Officers concerned are authorized to withhold pay and allowances of those non-gazetted officials for the days, who have not marked their attendance in the bio-metric attendance system. The forenoon or afternoon sessions of non-gazetted staff members, who have not marked their attendance in either of the sessions, to be treated as full day for the limited purpose of withholding the pay and allowances. For this purpose, pay and allowances to the staff members of the current month to be disbursed only after getting the abstract of attendance position of the previous month in the bio-metric attendance system duly verified and certified by the Sections Heads/Controlling Officers concerned. The Section Heads/Controlling Officers concerned are also directed to

ensure that the details of Casual Leave availed by the officials under their control as available in the Manual Attendance System till its switch over to the new system w.e.f. 08/07/2013 have been properly entered in the bio-metric attendance system so that the Casual Leave Account of none of the employees have been overlapped. **Any laxity in the matter subsequently noticed will be the personal responsibility and liability of the Head of Offices concerned and will be proceeded accordingly in addition to be mentioned as 'Negative Remarks' in their Annual Confidential Reports pertaining to the relevant period.**

All Head of Offices concerned are directed to ensure that necessary instructions in this regard have been given to the subordinates under their control.

The above instructions will be applicable for disbursement of pay and allowances of the staff members of this office w.e.f. 01/11/2013 to be encashed on or after 01/12/2013 onwards.

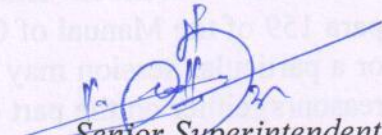
Sd/-

RISHI RAJ SINGH, I.P.S.
TRANSPORT COMMISSIONER

To

1. All Deputy Transport Commissioners concerned
 2. All Regional Transport Officers concerned
 3. The Joint Regional Transport Officers of Sub Regional Transport Offices concerned
 4. The Accounts Officer (Audit), TC (with the instruction to include the verification of attendance position in the Bio-Metric Attendance System as an item to be audited during the local audit)
 5. J Section, TC
 6. Stock File and Office Copy
- Copy to: 1. The C.A. to the Transport Commissioner
2. The CA to the Senior Finance Officer, TC

Forwarded/By Order


Senior Superintendent


30/10/13