

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA:CHENNAI 600 005

NO:50(3)2017-A1/CIRCULAR/CHE

28.02.2018.

CIRCULAR

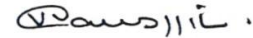
Sub: Bio-metric attendance – reg.

On scrutiny of the Bio-metric attendance report, it has been observed that some of the staff members are not punctual in their "In" & "Out" attendance. It is brought to the notice of all staff members that registering their attendance as per their cadre is mandatory. Non-shift staff should record 8.30 hrs duty from 9.30 to 18.00 hrs and shift staff should record 7.20 hrs as per the duty chart issued by their supervisory Heads.

It is informed that there is no exemption to any staff from registering attendance on the Bio-metric system whenever they are on duty. Whenever anybody finds any difficulty in registering their attendance in the Bio-metric system, it should be intimated immediately to the Security Section. Staff cannot claim any easy excuse for non-recognition of their finger print/image in the bio-metric machines.

It has also been noted that some of the staff members record their "in" punch only and there is no "out punch" record and vice versa. It is hereby instructed that if there is "single punch" on any day without any proper justification, it would be treated as absence from duty and one day leave would be deducted from their leave account as per admissibility. It may also be noted that more than two late arrival/early departure would be waived at the discretion of Head of Office only. Otherwise, leave would be deducted as per admissibility for late arrival/early departure in addition to initiation of disciplinary proceedings as per CCA (Conduct) Rules.

This issues with the approval of Head of Office.



(V.KARUPPIAH)
DEPUTY DIRECTOR (AR) & (A)
For Head of Office.

To:

All Section Heads/ PEX(co)/AE(Co)/HCs/Accts/All Sections / All Notice Boards.
Copy to: DDG(E) & HOO/DE/ Head of News Wing /DDEs/HOP/ /ADEs/ADPs/AO/SO for kind information.