

10-ITPO (1) E-I/2008
India Trade Promotion Organisation
E-III

Date: 13-11-2010

CIRCULAR

Reference is invited to the circular of even number dated 30-10-2009 in respect of recording of attendance in the Bio-metric attendance machine.

- 2 It has been observed that some of the officers and staff are not adhering to the instructions contained in the cited circular. Accordingly, It is reiterated and advised to follow the instructions scrupulously. Some of the important instructions in the circular are repeated below:
- a) Attendance is to be marked in the Bio-metric attendance machine at the time of arrival and departure.
 - b) Leave for a day will be deducted for not marking the attendance in the machine either at the time of arrival or departure.
 - c) Frequent occurrences of either forgetting the Bio-metric Attendance card at home or not punching their cards, will automatically result in consequential penalty as envisaged in the instructions.
- 3 All employees are requested to kindly note the above instructions for strict compliance.
- 4 This issues with the approval of the competent authority.

Mahesh
13/11/10
(Mrs Mahesh)
Deputy General Manager(Admn.)

All officers and Staff

Copy for information to:

PS to CMD
PA to ED
SGM(SHK)/SGM&FA
All HODs
Vigilance Section/E-I/E-II/E-III/E-IV/