


No.10-ITPO(8)/E.I/2008
India Trade Promotion Organisation
(Administration Division)

December 24, 2010

CIRCULAR

A review has been undertaken about the Biometric Attendance System. In order to strengthen the system, henceforth, the monthly attendance of an employee will be based on :-

- (a) the arrival and the departure time as reflected in the biometric statement;
 - (b) the dates when attendance is not reflected either for arrival or departure, the practice of counting 'HIT' (the time when the system registers the pressing of the punching card against machine but does not read the impression of the finger for some reasons) is discontinued; and
 - (c) administration will not accept any request to manually mark the attendance in the biometric system unless the request is supported, on merit, with the approval of the HOD and for the HOD, the request will be approved by ED.
2. The above may be noted for strict compliance.


(V.K. Gauba)
Officer on special Duty

To: 1. All HoDs
2. All employees

Copy for information to:

1. All Regional Offices
2. PS to CMD
3. PA to ED 