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No.10-ITPO(1)/E.I/2008
India Trade Promotion Organisation
(Administration Division)

30th October, 2009

C I R C U L A R

It is brought to the notice of all employees of ITPO that the Bio-metric attendance machine has now been integrated with the Salary Computation Software. The salary of the employees henceforth be automatically computed every month based on the record of their attendance entered into in the Bio-metric attendance machine.

2. Salary of an employee who will absent unauthorisedly will automatically be deducted from his coming month's salary. In view of this, all employees are advised to give prior information to their respective Establishment Sections through their HODs, about their proceeding on leave of any kind/deputation/training, etc. In case of any emergency, i.e., an employee is unable to give prior information about his absence from office, information in writing should be given by his Section where he is working to the Establishment Section concerned within 2 days from the date of such an absence.

3. It has also been found that several Divisions are still continuing the system of recording the attendance in Attendance Registers along with the Time Attendance Machines. The system of recording the attendance in Attendance Registers may, therefore, be discontinued with immediate effect in the Divisions concerned.

4. It is again reiterated that :

i) An official will be permitted to register attendance beyond 1000 hrs as and when unexpected exigencies, namely traffic jams, vehicle breakdown etc., would require. However, the late arrival will not be permitted beyond 1030 hrs and on six days in a month. However, the official would compensate for the late arrival by putting matching hours beyond office timings on the date of such late arrival.

ii) Half day's casual leave will be deducted from the casual leave account of an official who registers attendance between 1030 hrs and 1100 hrs for 3 working days in a month. The officials registering attendance between 11 hrs and 1330 hrs., will be treated on half day's casual leave on that day.

iii) Not more than 2 short leaves, for maximum of 2 hours, either in the morning, between the office hours or in the evening, in a month will be permitted to an official, even if the subsequent short leaves are recommended by the HOD concerned. If the short leaves are more than 2 in a month, then on every third occasion, half days's casual leave will be deducted from the casual leave account of the employee concerned. Similarly, if the short leave is for more than 2 hours, half day's casual

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leave will be deducted from the casual leave account of the employee concerned.

iv) It is often found that many officials are in the frequent habit of either forgetting the Bio-metric Attendance Card at home or forget to punch their cards and inform the Administration Division through notes about their presence on such days. This has been viewed seriously. It has now been decided that such employees who forget their Bio-metric Attendance Card at home, or forget to punch their cards, will mark their physical attendance with actual time of arrival and departure in the Attendance Register kept in their respective Establishment Sections. However, this will be allowed on a maximum of 2 occasions in a month. On third occasion, one day's casual leave will be deducted from the casual leave account of the employee concerned.

v) In case of loss of the Card, the same should be reported to the Sr. Manager (Admn), who will arrange to issue a duplicate card to the employee concerned on the same day upon payment of Rs.60/- for the first occasion, Rs.120/- for the second occasion and so on.

vi) Employees deputed for work outside the office, must inform their respective Establishment Section in writing in advance or positively by the next working day, through their HODs, failing which they will be treated on leave till the information in writing is received for such outside duties.

5. All employees are requested to kindly note the above instructions for compliance.

S. Bahadur
30/10/09

(S. Bahadur)
Sr. Manager (Admn)

To:

All Officers and staff at HQs and
Regional Offices

Copy for information to :

1. PS to CMD
2. PA to ED
3. SGM(SHK)
4. SGM&FA
5. All HODs
6. SM(PKJ)
7. Salary Section/E.I/E.II/E.III/E.V/All Divisions
8. Office Order Register
9. Notice Board