



AJMER VIDYUT VITRAN NIGAM LIMITED

Corporate Identification Number (CIN)- U40109RJ2000SGC016482
Regd. Off. Vidhyut Bhawan, Panchsheel Nagar, Makarwali Road, Ajmer-305004
Pfr:- 0145-2644519 Fax :- 0145-2644518 Website :- www.avvnl.com Email :- Secretaryavvnl@gmail.com

No. AVVNL / Secy. (Admn.) / Estt. / F.

/ D. 551

Dt. 9-5-19

CIRCULAR

Sub:- Guidelines for making Biometric Attendance System for officers and members of staff of the AVVNL at Hathi Bhata and SE(M&P) / IT, Ajmer.

The Biometric Attendance System is to be made operational for officers and members of staff of Nigam at SE (M&P)/IT, Ajmer and all the offices of AVVNL situated in Hathi Bhata premises, Ajmer with effect from 13.05.2019.

Accordingly, following guidelines may be prescribed for the officers and members of staff for marking Attendance:-

1. It will be mandatory for all the officers and members of staff (Including contract employee re-appointed after retirement) of SE (M&P)/IT and all the offices of AVVNL situated in Hathi Bhata premises, Ajmer to mark their attendance only in electronic mode through Biometric Attendance Machines.

2. Every officer/member of staff has to mark his/her e attendance daily on his/her first arrival/last departure in /from the office premises. Electronic Attendance shall be marked using his/her captured finger prints specifically marked for the purpose.

3. The existing "Attendance Registers" will be kept in operation from 13.05.2019 to 31.05.2019 along with "Biometric Attendance" too, from 01.06.2019 and onwards, the Biometric Attendance will be fully operational.

4. The schedule time for attending and leaving office shall be 9.30 AM and 6.00 PM respectively. For class IV employee, the time shall be 09.00 AM to 06.00 PM. Drivers and other members of staff coming in shifts shall also mark their attendance as per the orders of shift duty being issued by the competent authority.

5. Every officers and members of staff of the Nigam is expected to mark his/her attendance 09.30 AM (09.00 AM for Class-IV) and on departure at or after 06.00 PM. There shall be a relaxation of 10.Minutes for marking the attendance on arrival.

6. When officer/members of staff is availing ½ day leave, he/she shall mark his/her attendance as following:-

1. Leave for Forenoon session-on arrival by 02.00 PM.
2. Leave for Afternoon session –on departure after 1.30 PM.

7. All officers and members of staff should ensure that in case they remain on leave, except for some unforeseen circumstances, or are proceeding on

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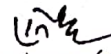
tour/training information, information in advance is given to their controlling officer/designated Head of the Office who shall update this in Attendance System.

8. When an officer/member of staff attends office late/leaves office early avails any kind of leave or proceeds on tour on Nigams work, he/she will submit the application/intimation to his/her controlling officer, who shall process it. Where the controlling officer is not the Head of office, he/she shall send the recommendation to the designated head of the office, who shall update the leave record through the attendance system.

9. If a member of staff attends office on any Gazetted holiday, he/she required to mark e Attendance for allowing compensatory Casual Leave as per rules.

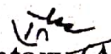
10. When any officer/member of staff faces problem in marking his/her attendance due to some problem in the system or attendance machine, he/she should contact his/her controlling officer/ designated Supervisor officer at Hathi Bhata and SE (M&P)/IT, Ajmer.

By Order,


Secretary (Admn.),
AVVNL, Ajmer.

Copy to the following for information & necessary action :-

1. The CE/ ZCE/ ACE (), AVVNL, _____.
2. The CCOA/ CAO (), AVVNL, Ajmer.
3. The ASP (Vig.), AVVNL, Ajmer.
4. The SE (), AVVNL _____.
5. The Company Secretary, AVVNL, Ajmer.
6. The TA to MD, AVVNL, Ajmer.
7. The Dy. Secretary (Pension), AVVNL, Ajmer.
8. The Sr. AO/ AO (), AVVNL _____.
9. The XEN / AEN (), AVVNL, Ajmer.
10. The AS to MD/ PA to Dir. (Fin./Tech.), AVVNL, Ajmer.
11. The PRO, AVVNL, Ajmer.
12. Office Order M.F.


Secretary (Admn.)