

**NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING  
AMRAVATI ROAD, NAGPUR-440033**

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F.No. 21-71/13-Adm

Date:28.10.2013

**OFFICE ORDER**

It has been decided to operationalize Biometric-based Attendance Control System (BACS) for the purpose of monitoring attendance of employees working in NBSS&LUP Headquarter w.e.f. 29.10.2013.

In order to operationalize the Biometric-based Attendance Control System (BACS), following guidelines are framed:

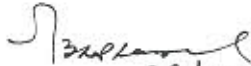
1. All employees (without any exception) will register their arrival in the office and their departure for the day on the Biometric-based Attendance Control System (BACS) installed in the office premises.
2. The location of the Biometric-based Attendance Control System machine is given below:
  - a. Main Gate
  - b. Entrance of Administrative Building
  - c. Entrance of Research Lab Building
3. In case, any employee is required to attend meeting/conference/seminar or any other official work on a particular day in the forenoon or afternoon at other located building, they will inform the same to AAO (Admn).
4. In case, the Biometric-based Attendance Control System (BACS) is out of order on a particular day, all the employees up to the level of AAO or equivalent will mark their attendance in the attendance register in their respective sections/rooms.
5. Late coming up to 10 minutes may be relaxed keeping in view the transport problem or any other unforeseen circumstances.
6. In exceptional cases like consultation with Doctors in Government Hospital, social obligations etc., late coming in the morning or early departure in the afternoon up to 2 hours may be allowed, subject to condition that prior intimation/approval of the immediate superior officer has been obtained and the duration of late coming/early departure is compensated by devoting such extra hours of work during the entire week.
7. Record of weekly and monthly hours worked by each employee will be maintained through Biometric-based Attendance Control System (BACS).
8. Half-a-day Casual leave shall be deducted for every uncompensated late coming or early departure for 4 hours at the end of month without further notice. This will be deducted by the concerned establishment section of the concerned employee.
9. If an employee is facing any difficulty in marking the attendance in Biometric-based Attendance Control System (BACS), it may be brought to the notice of AAO (Admn).



10. The trial run for testing of system will be held from 29.10.2013 to 31.10.2013. All employees shall register their arrival in the morning and departure in the evening for the day by using Biometric-based Attendance Control System (BACS) during this period, which is primarily for the purpose of identifying any operational problems.
11. The actual process of monitoring of attendance through Biometric-based Attendance Control System (BACS) will start from 01.11.2013.

All the Heads/Sectional In-charges are requested to please bring the contents of this Office Order to the notice of employees working under their respective control.

This has the approval of the Director, NBSS&LUP, Nagpur.

  
28/10/13  
(B.D. Phansal)

Chief Administrative Officer

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