



लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

**OFFICE OF THE ACCOUNTANT GENERAL
(A&E), PUNJAB, CHANDIGARH.**

Plot No.-20, Sector-17E, Chandigarh-160017

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क्रमांक : Admn-I/A/2023-24/176

दिनांक:- 13.07.2023



OFFICE ORDER

Biometric Attendance System has been installed in the office and as per Orders of the competent authority all officials/officers are directed to mark their attendance in this system w.e.f. 17.07.2023 with the following instructions:

1. Office timings shall be from 09:00 AM to 05:30 PM. Every official shall have to punch his/her attendance twice (morning & evening) during day in the biometric attendance machine installed. An official/officer shall be allowed to punch his/her biometric attendance latest by 09:30 AM on a working day while the evening attendance shall be allowed from 05:30 PM onwards. Manual attendance registers shall be maintained in sections till further Orders.
2. Office timings for regular MTS Staff shall be 08:30 AM to 05:00 PM and they shall be allowed to punch their biometric attendance latest by 09:00 AM on a working day while the evening attendance shall be allowed from 05:00 PM onwards.
3. Office timings for sportspersons shall be 09:00 AM to 02:00 PM for members of CAG team & 09:00 AM to 03:00 PM for members of AG team. They shall be allowed to punch their biometric attendance latest by 09:30 AM in morning, accordingly the evening attendance shall be allowed from 02:00 PM & 03:00 PM onwards. List of sportspersons of AG/CAG team shall be provided by Welfare section.
4. Biometric attendance in morning after 09:30 AM (08:30 AM for MTS staff) & before 05:30 PM (05:00 PM for MTS staff) shall result in debit of half day CL in the account of concerned official/officer. Any officer/official who is on first half day CL shall have to punch his/her attendance before 01.30 PM (01:00 PM for MTS staff). Similarly any official/officer proceeding on second half CL can punch his biometric attendance only after 01.00 PM (12:30 PM for MTS staff).
5. In case Officer/Official does not have any CL in his/her account, then leave of kind due would be debited as per leave Rules.

6. Biometric attendance in respect of regular MTS who are performing duties of Chowkidar shall punch biometric attendance on beginning & ending of their shift (3 shifts in a day, each of 08 hrs). Shift timings of Chowkidar duty may be intimated by Welfare section to IT Support Cell.

7. Joining & relieving due to internal transfers shall be intimated, immediately to IT Support Cell for updation.

8. Monthly biometric attendance/absence report shall be submitted by IT Support Cell to Admin sections & leave account of the officers/officials shall be maintained by Admin sections after due verification with monthly leave report submitted by the sections.

Sd/-

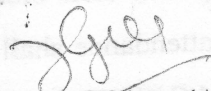
Deputy Accountant General (Admn)

Endst. No. Admn. I/Misc/Biometrics/23-24/1951-59

Dated:- 13.07.2023

Copy of the above is forwarded to the following for similar necessary action :-

1. Secretary to Accountant General
2. Sr. Accounts officer, PPCB, TM-II, Admn.UT
2. Sr. Accounts officer, CRT-I, II, Welfare & PAO
3. Sr. Accounts officer, Admn-II, Admn-III, Hindi cell, Training cell
4. Sr. Accounts officer, Works Admn, PRC
5. DAG (Admn) Cell & CA to DAG
6. IT support cell to upload the order on website & to ensure proper working of all Biometric Machines in the office.
8. Office order file
9. Notice Board


Sr. Accounts Officer (Admn.I)