

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग
गंगा बाढ़ नियंत्रण आयोग

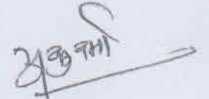
सिंचाई भवन, तीसरी मंजिल
पटना - 800015
दिनांक: 28/09/2022

कार्यालय जापन

विषय :- गंगा बाढ़ नियंत्रण आयोग, पटना एवं इस क्षेत्रीय निदेशालयों में आधार आधारित बायोमेट्रिक उपस्थिती निगरानी प्रणाली (AEBAS) संबंधी दिशा निदेश (guideline) के संबंध में ।

इस कार्यालय के कार्यालय आदेश संख्या J-12/1/2018/GEN/5869/2022 दिनांक 24.06.2022 के निरंतरता में गंगा बाढ़ नियंत्रण आयोग, पटना एवं इस क्षेत्रीय निदेशालयों में आधार आधारित बायोमेट्रिक उपस्थिती निगरानी प्रणाली (AEBAS) के संबंध में दिशा निदेश (guideline) जारी करने का निर्देश हुआ है। गंगा बाढ़ नियंत्रण आयोग में AEBAS के संबंध में guidelines अनुपालन करने हेतु संलग्न किया जाता है। इस आयोग के सभी अधिकारियों एवं कर्मचारियों को कार्यालय में उपस्थिती संबंधी guideline का पालन सुनिश्चित करने का अनुरोध है ।

यह कार्यालय जापन अध्यक्ष महोदय के अनुमोदन से जारी किया जाता है।



(अनिल कुमार वर्मा)

प्रशासनिक अधिकारी

सह-नोडल अधिकारी (AEBAS)

प्रतिलिपि :

1. अध्यक्ष के निजी सचिव, गंगा बाढ़ नियंत्रण आयोग, पटना ।
2. सदस्य (योजना) / (समन्वय) के निजी सचिव , गंगा बाढ़ नियंत्रण आयोग, पटना । It is requested that attendance of officials under your administrative control may be reviewed every month.
3. सभी निदेशक गंगा बाढ़ नियंत्रण आयोग, पटना ।
4. निदेशक , क्षेत्रीय निदेशालय , गंगा बाढ़ नियंत्रण आयोग, लखनऊ ।
5. सभी अधिकारियों एवं कर्मचारियों के बीच परिचालन।

6. सूचना पट्ट

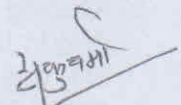
7. जीएफसीसी वैबसाइट.

Revised Rules for implementation of Biometric Based Attendance Monitoring System (BBAMS) at GANGA FLOOD CONTROL COMMISSION, HQ at Patna and Regional Directorate, Lucknow.

1. The Biometric Based Attendance Monitoring System (BBAMS) shall continue to be maintained by GFCC whereas the matter of attendance and related policy will be dealt in its Administration Section. The Administrative Officer of GFCC is the Nodal officer for this purpose. The term official used in these rules would include all the officers and other staff of GANGA FLOOD CONTROL COMMISSION, HQ and Regional office. All officers and Staff are required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception.
2. The office timings are from 09:30 AM to 06:00 PM (unless otherwise specified for any official for shift duties who would be guided by their shift duty timings) with 30 minutes of lunch break from 01:30 PM to 02:00 PM and these are to be scrupulously observed. Each official has to put in sufficient number of working hours in a calendar month so that eight working hours per working day in a calendar month, reduced on pro-rata basis in case of officials availing leave, is necessarily met. For example : in a calendar month of 22 working days (excluding weekends and gazette holiday), total working hours requirement would be 22X8 hours i.e. 176 hours. If any official avails one day of leave in the month, working hours requirement would be 21X8 hours i.e. 168 hours. Similarly, for each half day casual leave availed in a month, working hours requirement would be reduced by 4 hours each. Working hours put in by officials on working days only of a calendar month would be counted for the purpose.
3. In between the office timings, the presence of officials shall be ensured by controlling officers concerned.
4. In the morning, the time recorded between 9:30 and 9:45 would not be counted towards the shortfall as this is given for marking attendance in Biometric system. Similarly, time recorded between 05:50 and 06:00 in the evening would also not be counted as shortfall for the same reason.
5. Keeping in view the traffic conditions, late arrival up to 30 minutes (i.e. up to 10:00 AM) in the morning and early departure by 30 minutes (i.e. between 05:30 & 06:00 PM) can be relaxed subject to the condition that the duration of late arrival / early departure is compensated by sitting extra time on any working day of the calendar month so that working hours requirements as enumerated at Para (4) above are fulfilled.
6. Late coming beyond 10:00 AM is not permissible. However, in exceptional circumstances, late coming up to 10:30 AM, maximum 4-times in a calendar month can be relaxed subject to the condition that the duration of late arrival is compensated by sitting extra time on any working day of the calendar month so that working hours requirements as enumerated at Para (4) above are fulfilled.
7. Any official availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS up to 02:00 PM and the official availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS at 01:30 PM or after. Concerned

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- controlling officers should take care of the timings before granting half day CL to the individual.
8. Where an officer is required to go for an official meeting in another office directly from home or proceed in the late afternoon from where (s/he) is not likely to return to office, an intimation to this effect will be furnished in advance to Controlling officer, through written/e-mail or other electronic media.
 9. In exceptional cases like consultation with doctors in CGHS Dispensary/hospitals /attending social obligation, etc., late coming in the morning/early departure in the afternoon up to two hours (maximum) will be allowed subject to the 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 so as to ensure that working hours requirements as enumerated at Para (4) above are fulfilled. This relaxation can be availed maximum up to three times in a calendar month.
 10. Arrival in the office after 10.00 AM or departure from office before 05:30 PM will be reckoned as half day Casual Leave subject to other rules mentioned herein. This will be applicable till Casual Leaves are available in the account of official.
 11. Even after considering all relaxations, if the working hours for a calendar month for any official is not maintained, disciplinary action may be initiated against the erring official as deemed fit under the rules.
 12. It must be ensured by the Nodal Officer that statement of attendance is placed before **Chairman**, GFCC for the Member and Director Level Officers by **07th of the following month**. In case of other officers and employees, the statement of attendance for a month may be placed before **Director (HRM)** by **10th of the following month**.
 13. Leave applications of nature such as CL/RH/EL / Commuted Leave / HPL etc. are sent to Administration/ Establishment section promptly by each employee. The establishment sections shall ensure that all such leaves for a month are duly sanctioned with copy of sanction order.
 14. Pay and Allowances of all officials would be linked to their attendance marked in the monitoring system and regularization of leave availed by them. For release of pay and allowances of a month, attendance / leave regularization of the immediate preceding month shall be taken into account. Officials shall get their leave / attendance regularized to avoid actions. In case of short fall in attendance of any employee after availing applicable leaves, the Nodal Officer (Administrative Officer) may advise DDO for temporary stoppage of payment for such employee. Also, DDO shall check the compliance of attendance before making the payment for pay and allowances of any employee.



(अनिल कुमार वर्मा)

प्रशासनिक अधिकारी

सह-नोडल अधिकारी (AEBAS)