

Government of Himachal Pradesh.  
Department of Personnel.  
Secretariat Administration Services-I

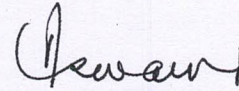
(17)

No. Per (SAS-I) A (5)-9/2010 Dated Shimla-02, the

26/5/2010

**CIRCULAR**

As all the Officers/officials in the H.P. Secretariat are aware that biometric machines have been installed in the H.P. Secretariat. These machines will be made operational w.e.f.28.5.2010. In order to have smooth functioning of the system of marking attendance through the Biometric Machines, the necessary guidelines are enclosed, which are required to be adhered to by all the officers/officials strictly.



Chief Secretary to the  
Government of Himachal Pradesh.

1. All the Officers in the H.P. Secretariat.
2. All the officials in the H.P. Secretariat
3. Notice boards on all the gates.



(18)

**Guidelines on account of introduction of attendance of the  
Officers/officials on the Biometric machines in the H.P.  
Secretariat.**

The biometric machines have already been installed in the H.P. Secretariat. These machines will become operational w.e.f.28.5.2010. The marking of attendance through the Biometric machines is compulsory for all the officers/officials posted in the H.P. Secretariat. In this regard, the following guidelines are issued for the strict compliance of all concerned:-

- 1) Adequate number of biometric machines have been installed in all four gates of the Secretariat Premises. Employees can record their attendance on any machine in any gate.
- 2) The instructions contained in the Office Manual, CCS (leave) Rules, 1972 and any other rule or procedure notified by the Government regarding punctuality, attendance, leave etc. will continue to be in force, in addition to these guidelines.
- 3) The timings of the office hours will continue to be from 10.00 AM to 5.00PM with lunch break between 1.30 PM to 2.00 PM. The attendance will have to be recorded in machine by placing the index finger in the given spot while entering or leaving the premises. However, on demand of the employees, the flexi hours concept is being introduced. As per this concept, officers/officials will be allowed flexibility of 30 minutes in the morning i.e. upto 10.30 AM for coming to the office but not as a matter of routine. However, coming late shall have to be made good by sitting late for equal time period before leaving the office on the same day. The deviation, if any, will be regulated by the provisions of the Office Manual, including deduction of short leave etc. The pattern of sanctioning the Casual Leave/Compensatory Leave etc. will continue as per the existing system.
- 4.) All the officers/officials are being issued Smart Cards-cum-Identity Cards alongwith lanyard and in view of the security needs the same need to be displayed throughout the day by wearing around neck.



(19)

- 5) From 28-5-2010 to 31-5-2010, the existing system of marking attendance in the Attendance Register of Sections will remain available as alternative for machine non-response cases.
- 6) However, from 1-6-2010, there will complete switch over to the new system of marking attendance through Biometric Machines.
- 7) A dedicated Biometric Cell has been constituted in Secretariat Administration-I-Section to attend to day-to-day issues related to the operation of Biometric Machines. It will be a nodal cell for, assistance, and monitoring complaints and redressal etc.
- 8) In the end of the month, the Controlling Officer(s) will prepare a monthly abstract showing attendance, details of absentees and leave status for record and also forward a copy of the same to the nodal Biometric Cell.
- 9) The details of attendance will be available on the computers of the concerned Controlling Officer(s) on real time basis.