

F.No.18-34/2014-Adm.II
Government of India
Archaeological Survey of India

Janpath, New Delhi-11
Dated: 14 MAR 2017

CIRCULAR

Subject: Punctuality in Attendance.

All Officer(s)/ Staff of the Office of DG, Hqrs., ASI are informed that instructions have been issued from time to time for ensuring timely attendance in office and marking attendance through Biometric machines and Biometric devices. Biometric attendance sheet reflects that some of the officials are not registering their attendance through Biometric Attendance System (BAS) and some are not attending/leaving office in time. In case of any difficulty, SO (Adm.II) may be contacted for assistance.

As per extent instructions, issued by DOPT if a person fails to mark attendance through Biometric Attendance System (BAS), he/she is liable to be treatment as 'absent'. Further, Biometric Attendance System for marking attendance is only an enabling platform. There is no change in instructions relating to office hours, late attendance etc. which will continue to apply.

As per instructions contained in DoPT O. M. No. 28034/8/75-Estt-A dated 04-07-1975; No. 28034/10/75-Estt-A dated 27-08-1975; No. 28034/3/82-Estt-A dated 05-03-1982, half-a-day's Casual Leave shall be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available), disciplinary action is also liable to be taken against government servants who are habitually late. Early leaving is also to be treated in the same manner as late coming".

Therefore, all Officers (s) / Staff of the ASI including contractual employees are requested to comply with these instructions in letter & spirit.

This issues with the approval of Competent Authority.


(Tara Chandar)
Dy. Director (Admin.)

Copy to:

1. PS to DG / ADG/ Jt. DG/Directors.
2. All Officers/Sections at ASI Hqrs., New Delhi.
3. Website Section for uploading in the ASI's website.