

No.DSIIDC/O.O./Estt./2015

30/04/15

OFFICE ORDER

It has been decided in the Senior Officers meeting held on 30/04/15 under the Chairpersonship of CMD that the Officers not putting in 8 hours of duty, as per record available in bio-metric system shall not be paid salary for 8 hours, rather they will be paid salary in proportion to the hours of duty they have actually put in each day. Accordingly, DM (IT) is directed to send the attendance report (clearly indicating the number of hours for which the official worked in the office) to the Cash Section by first day of the subsequent month, so that the over payment of salary made in a month is deducted from the salary of the subsequent next month. In this way the principle of **no work no pay** will be implemented in letter and spirit.

In those Offices where six days week is prevalent, official shall attend Office from 10 to 5.30 p.m. on each working day. If they fail to do so, their salary will be deducted in proportion. DM (IT) shall accordingly, submit report to Cash Section for further necessary action.

In certain cases, Officers are required to attend duty in the place where either bio-metric system is not available or, if it is available, their finger print is not acceptable to the Machine placed in that premises. In that case the Officer concerned shall give in writing to IT Division that on those particular days, they remained on duty to such & such places with the due approval of their controlling Officer.

There are certain offices where bio-metric attendance system is not available. In those places, the respective Controlling Officer shall give a certificate to the effect that the Officer(s) concerned attended office from 9.30 to 6.00 or 10 to 5.30 p.m. as the case may be on each working day so that their salary is released in proportion to the hours of duty they put in.

This is being issued after obtaining instructions from the Competent Authority.


(S.P. Pant)
Chief Manager (P)

All Divisional Heads

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1. P.S. To CMD
2. PS to ED
3. Sr. P.A. to FA
4. P.A. to GM
5. ✓ DM (IT) for uploading on website