

No. CBIT/ 35 /Admn/2016

Date : 09.12.2016

CIRCULAR

Sub :- CBIT - Implementation of Bio-Metric Attendance - Reg.

As discussed at the Heads of the Departments meeting held on 03.12.2016, it is decided to implement Bio-Metric Attendance System for recording attendance of Teaching and Non-Teaching Staff based on which the pay roll will be prepared. A copy of the procedure to be followed in this connection is attached herewith. The same may be circulated to staff for their information. The procedure as to late attendance will be implemented (as to adjustment of CL etc.,) with effect from 13.12.2016.

As per the directions of the State Government, Bio-Metric attendance for staff and students has become mandatory.

The procedure for recording of Bio-Metric attendance is also placed on the CBIT website


Dr. B. CHENNAKESAVA RAO
PRINCIPAL, CBIT

To
All the Heads of the Departments / Sections with a request to circulate the same among the members of the staff working under their control.

Procedure for recording of Staff Attendance and preparation of Pay Roll:

- Recording of Attendance through Bio-Metric Process :
 - a) Department wise Code No. to be given to all employees including Adhoc / Contract employees.
 - b) Attendance shall be recorded through thumb impression at the time of entering the College in the morning and while leaving the College in the evening. (Simultaneously Attendance registers shall also be maintained in the Departments).
 - c) The following reports shall be generated by the Principal's Office every day and sent to respective departments through e.mail by 11.30 AM:
 - i) A report for the day showing the list of absentees and list of staff coming late beyond *grace time*.
 - ii) Another report showing particulars of the list of staff going early on the previous day and the list of staff attending for half-day on the previous day.
 - iii) **The Heads shall examine these reports and send back to the Principal by mail duly filling therein the following particulars:**
 - a) In respect of absentees – the type of leave granted or any other remarks.
 - b) In respect of the staff coming late /going early – whether permission is granted.

These remarks will be entered into the system where the attendance is recorded.
- A consolidated attendance report shall be generated every month in respect of each department for pay roll generation, showing against each staff member –
 - a) No. of days present
 - b) No. of days on paid Leave – with dates & type of Leave.
 - c) No. of days on EOL – with dates
 - d) Late attendance / early going beyond grace time along with dates and timings and no. of hours.
 - e) No. of days leave to be adjusted against late attendance / early going.
 - f) No. of days for which salary to be deducted for late attendance/ early going.

The above report shall be generated by the Principal's Office and sent to the HODs. The same shall be reviewed by the Head and sent back to Admn. Office with his remarks and signature for preparation of pay roll.
- A review of the working of the above system shall be made every month and corrections to be taken up as required.



Grace time :

The normal time to attend the college is 9.30 am. and ending time is 4.30 pm. However a grace time of 10 minutes is allowed either before or after normal timings.

Late attendance (up to 1 hour per day) one **day C.L. shall be adjusted** for every three times or part thereof. If C.L. is not available other leaves at credit may be adjusted or loss of pay shall be made if no leave is available.

Late coming and early going with prior permission:

Prior permission shall be taken from the concerned HoD / Section Incharge for late coming and early going and a separate register shall be maintained at the Department level.

Those who want to attend for afternoon session shall apply for half day leave for the morning and shall punch in by 1.00 pm.

P. shw 7/12/22