

CITCO
OFFICE OF THE MANAGING DIRECTOR,

No. PA/MD-CITCO/2021/1346

Dated: 30.09.2021

ORDER

(Smart Attendance Management System)

Smart Attendance Management System using Face Recognition has already been installed at some of the offices/locations in CITCO. Today during visit to the office, it was observed that some of the staff even at the Head Quarter, are yet to be registered with the Smart Attendance System. Now, it has been decided that:

1. All the officers/officials of the CITCO, irrespective of their Divisions/Sections/Branches/Cadre are required to get registered with the Smart Attendance Management System using Face Recognition within two days. Exemptions given from registration, if any, are hereby withdrawn.
2. From 05.10.2021, all the officers/officials deputed, at either of such locations where machines have already been installed, are required to mark their attendance through Smart Attendance Management System using Face Recognition in the morning and evening. Till this system gets stabilized i.e. upto 31.10.2021, all are required to mark their manual attendance in attendance register also, as per the existing system. From 01.11.2021, manual attendance registers will NOT be maintained at such locations.
3. All officers/officials are required to report by the prescribed time in the morning. In case, due to some un-avoidable reasons on the particular day, if he/she gets little late, then it is expected that he/she shall compensate the delay while leaving late in the evening of the particular day. However, this can't be a regular feature. The Controlling Officers are authorized to certify that the concerned person got delayed/left early because of some official work or due to any particular genuine reason. However, if it is found that the person has left office after marking attendance, without permission, then action will be taken against the controlling officer also for supervisory lapse on their part with appropriate remarks in their ACRs/APARs about their administrative incapacitates.
4. In case of any official commitment/field inspection etc either in early morning or in evening, the officer/official need not to come especially for marking attendance in the Smart Attendance Management System and may keep inform his/her superior authority about such commitments on the specific day. He/She may mark the attendance

 30/09/2021

on reaching the office, after attending the official commitment/field inspection etc.

5. There cannot be daily grace period and the prescribed timings need to be ensured. If it is observed that, at more than four occasions in a calendar month, the person has come late or has left early in the evening (upto 30 minutes at each occasion), then half day Causal Leave or half day salary/wages may be deducted. In case of habitual defaulters, disciplinary action may also be initiated, in addition to deduction of half day casual leave/salary.
6. The Incharges of the respective office/branch/location to provide the attendance statement (soft copy) as per the Smart Attendance Management System to the concerned Account Functionary on every 1st and 16th day of the month. Such attendance statement to be referred at the time preparing salary/wage bill and releasing payment to the Outsourcing Agency.
7. All the site offices of CITCO, where about a dozen or more officers/officials have been deputed (we may identify the specific site offices), should be provided with Smart Attendance Management System using Face Recognition and to be made functional at the earliest. This may be examined and processed on file.


(Yashpal Garg, IAS)

Managing Director, CITCO

To,
CGM, CITCO

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1. Notice Board
2. Website