

NOIDA SPECIAL ECONOMIC ZONE

SUB: PUNCTUALITY IN ATTENDANCE

Punctuality is a wonderful trait of a person which is admired and respected. Observance of punctuality at the workplace is more important because it is here that one gets paid for the hours, he/she puts in. NSEZ observes normal office timing from 09.30 AM to 06.00 PM on each workday as well as round the clock shift timings for Security staff and Custom officers.

2. Every member of the staff/officer is expected to be in his or her seat and to start work by 09.30 A.M., on each workday, unless he/she has previously obtained specific permission for late attendance. Ten minutes grace may be allowed in respect of arrival time to cover any unforeseen contingencies. Persons reaching office during this period of grace are nevertheless late but such late attendance may be condoned unless it becomes a matter of frequent occurrence. Half a day's casual leave is to be deducted from casual leave account of a person for each day's late attendance.

3. However, it is seen that despite issuance of instructions from time to time with regard to the need to observance of punctuality, it is noted that many of the officer and staff do not observe punctuality. This unpleasant situation has been viewed seriously by the competent authority. In this connection, attention is invited to Rule 3 (1) (ii) of CCS (Conduct) Rules, 1964 which stipulates that every person shall maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government Servant and disciplinary action may be taken against such person.

4. To ensure punctuality at workplace, the following instructions are reiterated for scrupulous compliance by all officers and staff;

- (i) All officers and staff should mark In-Time and Out-Time attendance on the Biometric Attendance System (BAS) without fail. All are expected to be in their seat by 09.30 AM on each workday, unless he/she has previously obtained specific permission for late attendance. Custom officers and Security staff who are to attend office on shift basis should mark In-Time and Out-Time attendance on the Biometric Attendance System (BAS) as per their respective shift timings.
- (ii) Those officers/staff who are still not registered on the BAS are directed to register themselves without fail.
- (iii) In the event of any technical glitch in the system, attendance may be marked in the Attendance Register maintained in the Administration Division.
- (iv) Late attendance must always be reported to the immediate controlling officer and for any lapse on this account, the officer/staff concerned would personally be responsible.
- (v) Attendance in the Biometric Attendance System would be monitored on regular basis and the cases of habitual late comers would be submitted to the competent authority for appropriate administrative action.
- (vi) Surprise attendance check would also be undertaken.

5. The above instructions may be noted by all concerned for strict compliance.
