



डेडीकेटेड फ्रेट कोरीडोर

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डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि.
Dedicated Freight Corridor Corporation of India Limited

(भारत सरकार का उपक्रम) (A Govt. of India Enterprises)

5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi -110001

HQ/Admin/Attendance/201401010

Dated : 01.09.2014

CIRCULAR

Sub: Punctuality in Attendance.

Bio-metric access system has been installed on both floors of Corporate Office to register the 'Entry' and 'Exit' of the employee in Corporate Office. All employees after entering the building will have to record their finger print/ Access card before entering/leaving place of work.

2. To ensure punctuality, the following procedure would be followed:

2.1. All employees must strictly adhere to official timings i.e. 09.30 AM to 06.00 PM with lunch break from 01.30 PM to 02.00 PM. However, a grace time of maximum 5 minutes will be allowed for arrival to office i.e. upto 09.35 AM.

2.2. Late attendance upto 30 minutes maximum will be compensated on the same day by sitting late for the corresponding period subject to a maximum of 4 occasions in a calendar month.

2.3. Any late coming beyond the limits of 04 occasions as specified above shall render the employee liable for deduction of half day casual leave from their casual leave account on every two events of late coming of 30 minutes i.e. upto 10.00 AM. However, late coming beyond 30 minutes (i.e. beyond 10.00 AM) in the first half session will render the employee liable for deduction of half day CL on each occasion. In case an employee comes late and also leaves office early on the same day then one day casual leave will be debited to his/her leave account.

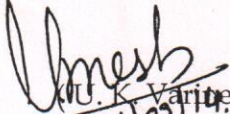
2.4. In case no balance CL is left in leave account of an employee, LAP for full day shall be debited (whether against ½ day CL or for full day CL). In case LAP balance being nil, deduction in salary due for relevant corresponding period shall be made.

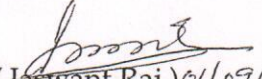
2.5. When the employee comes late to office due to official work or leaves office premises for meeting, etc, authorization for late coming or early leaving should be taken from the concerned GMs/GGMs/Departmental Heads. In case of GMs/GGMs/Departmental Heads, such authorization should be taken from the concerned Director.

2.6. Admin Department will send monthly statement for daily incoming & outgoing time of every person for every month for the period from 16th of the last month to 15th of current month to respective nominated GGMs/GMs/Departmental Head who will certify attendance particulars as per the above guidelines and send to HR Section along with the recommendations, if any for exemption under para 2.5 above towards deduction of leave on account of late arrival/early departure from office for the reason indicated.

3. This issues with the approval of the Competent Authority.

4. All concerned may ensure strict adherence.


(Anil K. Varma)
GGM (Admin)


(Jaswant Rai) 01/09/2014
GGM (HR)

For strict adherence:

All GGMs/GMs/AGMs/JGMs/DGMs/Mgrs/AMs/Sr.Exe/Exe in Corporate Office.