

NOTE

NO. HQ/HR/RTI/2023/Misc.

Dated: 03.11.2023

**Sub: JGM/Admn.(CPIO)'s Note No. 2023/HQ/Admn./
RTI -932 dated 11.10.2023.**

In reference to above RTI, the required information is furnished as under:-

SN	Information asked for	Information
1.	Please let me know who is maintaining daily attendance of contractual employee who are working in DFCCIL.	Monthly attendance/ Absentee are directly forwarded to Finance by their Controlling Officer/ concerned department.
2.	Is there any contractual staff involved to maintain attendance of contractual staff?	There is no such provision in DFCCIL.
3.	Who will maintain attendance record if all staff who are maintaining attendance record is on leave?	
4.	Is any other work allotted to staff who is maintaining attendance register of contractual staff?	
5.	Do work from Home allowed to contractual staff? If yes, please provide order related to this.	No

AGM/HR/CO

JGM/Admn. (CPIO)


03/11/2023
Manager/HR