

CIRCULAR- Rules and regulations- Biometric Attendance (Draft)

No.

Date 31.07.2012

CIRCULAR

During the meeting of the officers entrusted with the maintenance of Bio-metric Attendance System with the Director and Registrar on 13th July 2012, it was decided to circulate the specific procedures for the effective implementation and monitoring of the System from 16th August 2012 onwards. The following instructions are to be strictly followed by Permanent employees, Temporary employees such as Contract Staff, Projects Staff, Research Scholars etc. The details of all types of entitled leaves applicable to the employees and other rules and regulations wherever applicable which are an essential part of accountability of the system is also circulated for information.

The HODs and Section Heads are requested to appraise the details of this circular to their subordinates. The statement of leave for all employees will be published half-yearly.

Registrar, Finance Officer, Section Head (Engineering) and Security Officer are essential part of this System. In their absence, the persons deputed by them will be responsible.

The Bio-metric Attendance System Committee will be responsible for the monthly verification of the system.

Director

Cc to

All HODs and Section Heads

Registrar

FO

All Staff (by circulation)

Notice Boards

O/c

Processing Route and Instructions for the effective implementation of Bio-metric Attendance System

1. Submit the leave application duly forwarded by the competent authority for C/L, E/L, Com/L, Half pay/L, Comp-off, OD, Tour etc. prior to availing the leave. If it is not possible, submit the same by the date of resuming duty.

2. Sri P. S. Pradeep Kumar, (Deputy Controller of Purchase) will arrange for the entry of all leaves, possible in the Bio-metric System and regularize the absence as per the available data. The record of late entry and/or early exit also will be maintained by him. He will also be entrusted with the deduction of Leave of an employee if he/she exceeds cumulative grace period of 180 minutes per month. Mr Pradeep Kumar will maintain the relevant Biometric Attendance Records.

It is the employee's duty to ensure the recording of their entry/exit in the Bio-metric Registry device. In case of device-failure, it may be reported to the Sri. P. S. Pradeep Kumar without delay.

3. Sri P. S. Pradeep Kumar will deliver the Summary Muster Roll to the HODs/Registrar by 16th of every month. If it falls on a Holiday, the next working day will be applicable.

4. The HODs (or next-in-charge) shall verify this report and corrections/comments may be made in the remarks column. The corrected Report with pending Leave applications (except EL/HPL/CML/Special Leave/Tour) may be given back to Sri P. S. Pradeep Kumar on or before 18th of the same month. If 18th happens to be a holiday, the next working day can be earmarked for this purpose.

5. Sri P. S. Pradeep Kumar will give Summary and Detailed Muster Roll (with timings) to the Director on or before 22nd of every month (if it falls on working day) after incorporating the corrections of HODs and entering Half Pay Leave, CML, LWA etc. EL will be marked in the report by hand.

6. The Bio-metric Attendance System Committee is entrusted with the work of the verification of Reports. The Committee is entitled to do random check on Service Book, leave applications and Out-Pass. The Security Officer will assist the Committee in verification. In the absence of Dr. C. G. Sudha, Dr. C. Anilkumar will be in charge of the Committee.

After verification, the Committee will submit the documents along with Reports to the Director on or before 24th of every month. The Accounts Section shall receive the reports from the Director on the same day itself, positively.

7. Finance Officer will give the list of employees from whom salary is to be deducted, to the Director every month for approval. The Accounts section will inform the concerned HODs if there is deduction in the salary of any employee working in the respective division. If an employee is in dire need to postpone his or her salary deduction in a particular month, a

request to that purpose should be forwarded to the Director and approval may be obtained. This sort of postponement is possible for a maximum of three times in a calendar year.

8. The Establishment Section will despatch the Summary of Proceedings of E/L, CML, HPL etc. to the concerned HODs and Bio-metric Section on or before 15th of every month.

9. The establishment section will take care of the maintenance and upkeep of updated leave reports mentioned above. Leave in credit after encashing/ availing should be made available to the employee. This document will be prepared by the section on half-yearly basis. It will be a ready reference of leave details for an employee. The same will be intimated to HoDs, Section Heads and Bio-metric Section besides making it available through Notice board. (The first such report shall be prepared by the Section with cut-off date 30.06.12).

Each employee may keep a personal record of leave details for the purpose of cross-checking.

The Process–route till verification will be followed till a completely automated Bio-metric Verification Device is installed, which will be done shortly.

The details of all type of leaves, Duty time of every employee and other rules and regulations to be followed in connection with Bio-metric Attendance System

Leave means permitted absence from duty, approved by a competent officer. Leave cannot be claimed as a matter of right. General information of leave details in connection with Bio-metric Attendance is described herewith. Please refer to Section II, Part I – regarding Leave of KSCSTE Service Rules & Regulations for more details.

The sanctioning authority of all leaves is vested with the Director/Registrar.

1. Casual Leave :

All permanent employees and Temporary staff in Projects are entitled to avail 20 casual leave per year (calendar year) with or without prior filing of the application. However, the leave has to be duly informed to the Registrar/ HODs/ Section Heads/ PIs on time. Submit the CL application by the date of resuming duty, if not done in advance.

Irrespective of the Funding Agencies such as DBT, CSIR, KSCSTE, Forest Department etc. Research Associates, JRFs, Research Scholars, Technical/Project Assistant and Trainees are eligible for 20 days CL, It is to be noted that all Project Staff are under the administrative control of JNTBGRI and will also be subjected to the rules and regulations of the Institute.

2. Half Casual Leave can be availed as First half : 8.40 AM to 1.00 PM.
Second Half : 1.00 PM to 4.30 PM

Those who take first-half CL can exit at 1.00 pm after punching. Similarly employees who avail second-half CL should register their entry at 1.00 pm.

3.Lunch Time

The Lunch break is for 30 minutes which can be availed between 12.30 to 1.30 PM

4.Grace Time

A cumulative grace-period of 180 minutes per month is allowed for each employee for late entry/early exit, as follows.

Upto 180 minutes – No deduction in CL

From 181 minutes to 240 minutes - Half CL

From 241 minutes to 480 minutes - 1 CL

If no CL is there in credit, any other type of leave available in his/her account will be deducted.

5.Earned Leave (EL)

All permanent employees can avail a maximum of 30 E/L (1 for every 12.16 days worked). All permanent employees who are not under CSIR Scale can encash 30 E/L per year at their

discretion. They can keep a maximum of 300 EL in credit which can be availed/encashed at the time of retirement. The maximum amount of EL that can be granted at a time shall not be in excess of 180 days. MC/Government Sanction is required to avail more than 180 days at a time. There is no yearly encashment for Staff drawing scale of Pay of CSIR. They can also keep a maximum of 300 EL in credit which can be availed/encashed prior to retirement.

Prior to availing this leave, all employees have to file the E/L application, duly forwarded by the concerned HODs, or next in -charge. In case an employee cannot file the application in advance, he/she must inform their HODs or next- in-charge and submit the application to the office, immediately after resuming duty, so that the concerned section can enter the leave in Service Book promptly and without delay

The submission of Leave application to the office is the responsibility of the individual employee.

During the monthly verification, if leave application/submission from HODs is not available in the office, their absence will be treated as unauthorised.

6. Commuted Leave (CML), Half-Pay Leave (HPL) :

All permanent employees who have completed three years of continuous service are eligible for this leave. An employee is eligible for ten CML which can be converted to twenty HPL per year. Permanent employees under probation can avail CML after three years only. However, they can avail HPL after one year. If EL or HPL is taken during probationary period, corresponding delay will occur for declaring probation. Holidays and weekly-offs can be prefixed or suffixed to this leave. This category of Leave can only be accumulated, but cannot be encashed.

7. Duty Leave (D/L) :

Duty Leave to a maximum 15 days can be availed by the permanent employees. For HoDs and scientists there is no such restriction on upper limit. D/L is given for representing the Institute in events such as Research paper presentations, invited lectures/as expert committee member, special assigned duties, Seminars, Workshops, exhibitions etc. The officers shall seek prior permission from Director for Duty Leave with supporting document(s) which should be forwarded to the Director by the HoDs/competent authority. The JRFs can apply for one day DL for a reasonable purpose preferably with supporting document, using the C/L form. This application should be forwarded by the PI with the recommendation of Division Heads. HoDs can authorize one days Duty Leave within the city. However if DL exceeds one day, they have to apply with a covering letter which should be forwarded by the PI and recommended by HODs/Section Heads to the Director/Registrar for sanction.

8. Official Duty (O/D):

This is permitted for carrying out sundry jobs for the Institute / work related to projects and research. If it exceeds two days the application should be endorsed by the Director.

10.Compensatory Off (Comp-Off)

Those who are working for the Institute on a Holiday for special assigned duties are entitled for Comp-Off. Except for Gardeners who can encash such leaves accrued (upto seven times per month per Gardener), Comp-Off is applicable to all which should be availed within three months of the date of extra duty done.

11.Due-Off

For Security Section, guards working at night-shifts are compensated with one off-day for every three shifts worked. The number of holidays working in general shifts in the Security Section should be equallised by way of Due-Off. The leave thus accrued should be availed within three months.

12.Tour

Sanction Order for the Tour should be attached along with the Tour application which will be entered into the Bio-metric System.

13.Medical Leave:

Medical Leave is allowed when a close relative staying with the employee is contracted by an infectious disease. Normally granted for a period not exceeding 21 days but, in exceptional cases it may be granted upto 30 days according to the graveness of the disease.

14.Maternity Leave :

As per KSCSTE/ as per the revision of KSR .

Temporary/Contract Staff as well as Project Staff are entitled to take Maternity Leave without remuneration.

15.Miscarriage:

As per KSCSTE/KSR (10.1.2 , page # 35 of KSCSTE Service Rules)

16.Uterus removal :

As per KSCSTE/ as per the revision of KSR

17.Special Disability Leave

For accidents occurred in the Institute Campus while on duty: upto 4 months

18. Special Casual Leave

As per KSCSTE/ as per the revision of KSR. It is Medical Leave itself (which is described above). Special Casual Leave not exceeding 45 days in a calendar year is granted on production of Medical Certificate from authorised Medical Officer. The period of SCL is exclusive of intervening public holidays.

19. Leave to attend State/National Level Conference:

If an officer is deputed by the Institute or Government, his /her absence during the period will be treated as Duty Leave to attend the Conference.

20. Leave to attend Inter-National Conference:

Prior Government / KSCSTE sanction is essential for foreign Tour. The Finance and Leave part of the Tour will be specified in the application forwarded from the Institute and make it clear in the Government Order. He/she should avail eligible leave in his/her credit. Otherwise, the employee's absence will be treated as Leave Without Allowance.

Government Sanction is required for International Tours even if the expense (whole or part) is borne by the employee. Present rule is strictly based on KSCSTE.

21. Leave without Allowance (LWA):

This leave is applicable to a permanent employee, when there is no other leave in credit. They are eligible to LWA with a maximum limit of three months. LWA is allowed on medical grounds only. Three months' continuous LWA is granted by the Management Committee/Government sanction.

22. Loss of Pay (LP)

Temporary employees on fellowship/consolidated salary with no CL in credit are liable to loose salary for the days they abstain from work.

23. Out Pass:

This is the sanction/endorsement given by the competent authority with name and signature to allow the temporary exit of an employee at the Main Gate for official/personal purpose. The probable time of return is also has to be written in the Out-Pass. Out-pass is to be given at the Security Gate with endorsement. The duration between exit and re-entry for personal purpose will be deducted from the Grace Time of 180 minutes.

For staff going home regularly for lunch, there is no requirement of Out-Pass. However, they should come back in half an hour's time allotted for lunch. They can avail 30 minutes lunch time from 12.30 to 1.30 pm.

24.Out Pass for Special Occasion:

Special Occasions like House –Warming, Marriage of employees etc. will come under this category. Director's written permission is needed with names of staff (in a group). The original should be submitted to the Main Security Gate and subsequently Security Officer has to submit to the Bio-metric Section without delay. Staff attending funeral and are not likely to return to the Institute should avail CL (or other eligible leave) for the occasion. The staff going as a group, for the special occasion is waived from the deduction of grace period time. For other emergency situations, the permission will be under the discretion of the Director.

Those who are assigned special duties like conducting interviews, attending RC Meetings/ Special Garden Committees/ VIP meetings etc. are excluded from the deduction in Grace Time even if they come in late or go out early. However such instances should be reported at the Gate.

Going out of the Campus without submitting duly endorsed Out-Pass and without registering finger-print will be taken as a serious dereliction of duty.

25.Hartal & Staff Bus break-down

There is a provision for permission-entry in the Bio-metric software which can be used for this purpose. Accordingly, an employee can either come in two hours late or go out two hours early and it should not exceed three times in a month. The cumulative grace period of 180 minutes is not affected in such cases.

This is not applicable to employees who are residing within six km radius from the Institute.

26.Stay back at the Institute

If anybody wants to stay-back at the Laboratory for official purpose, he/she should inform HoD. Security Section also should be informed in writing/over telephone or by making entry in the Register kept at the Main Office Reception. Similarly for Administrative Staff working on holidays, Registrar should be informed in advance along with Security Section.

Staff working late, after office-hours, should inform the Security personnel at the Main Gate about their over-stay.

27.Role of Security

The Security Section will collect the Out-Pass on a daily basis and submit it to the Bio-metric Attendance System Committee during time of verification. The Section will enter the details of Staff moving in & out of the Institute in the Register on a daily basis and maintain it. The Staff- Movement Report should be submitted to the Director daily.

28.Puthentope Extension Centre

Bio-metric Attendance System is installed at Puthenthope Extension Centre also. The relevant Reports for the Extension Centre should be submitted to the Director duly corrected and endorsed by the HoD not later than 20th of every month. The Reports include Muster Roll, Monthly Attendance and All-Swipes Report.
