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**DELHI JAL BOARD: DELHI SARKAR**  
**OFFICE OF THE ASSTT.COMMISSIONER (W)**  
**VARUNALAYA PHASE-II, KAROL BAGH,**  
**NEW DELHI-110005.**

F.No.3(11)/81/AC(W)/2012/ 40227

Dated : 28.12.2012

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**CORRIGENDUM**

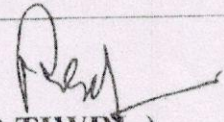
**Subject : Drill for management of Bio-Metric Machines  
and Attendance marking system.**

In continuation of this office circular of even No. dated 12.11.2012, the competent authority has allowed the following amendments :-

S.No	As Per Circular	Amendments
1.	Section A Para (3):-Each official/employee shall be registered only on one Biometric machine.	In case an employee is unable to register his/her attendance on the designated machine or through smart card due to some biological problem, the concerned DDO shall mark the attendance manually for disbursement of his/her pay & allowances.
2.	Section B Para (2):- Every employee is expected to be in seat and to start work at the prescribed office hours (0930 hrs-1800 hrs.).	The Duty hours as indicated 9.30 AM to 6 PM are applicable only in DJB HQ, SE & CE offices. The other field offices or division of DJB are working 6 days a week and their duty timing shall be taken as 9.30 am to 5.30 pm. In addition, for employees working in shifts, DDO concerned shall be authorized to configure the duty time of the employees in the bio-metric Attendance System.

*01/01/2013*  
**All DDOs**

*EE/EDP*

  
( R.TIWARI )  
ASSTT. COMMISSIONER(D)

Copy for information to:-

1. Chief Executive Officer, Delhi Jal Boar
2. All Members/Secretary, DJB/CVO/Addl. CEO.
3. All Directors/All 42.Dir./All Dy. Directors/All CEs/System Administrator/All SEs