



Delhi Jal Board
Govt. of N.C.T. of Delhi
Office of the Director (Administration and Personnel)
Varunalya Phase-II
Karol Bagh, New Delhi-05

No.DJB/Director (A&P)/ BIOMETRIC/ 74853

Dated:

INSTRUCTIONAL ORDER

It has been reported that some officers are not marking their attendance in bio-metric attendance machines and are not attending the office regularly. It has been further observed that some officials are not marking their attendance on the pretext of biological problem.

In this context, administrative orders issued time to time, are being reiterated once again as hereunder :-

- 1) It is mandatory for all the officials / officers to mark their attendance in bio-metric attendance machines **WITHOUT FAIL**. All the AAOs/Accounts Officer are required to ensure that salary of the employees is released on the basis of Attendance Sheet generated from Biometric Attendance System [BIOAS] and copy of movement register only.
- 2) In case any official/ officer is unable to mark attendance on regular basis then he/ she must obtain certificate in writing to this effect from the EE(EDP)/Incharge Bio Metric Project.
- 3) In case where Bio-Metric Attendance machines are not installed/ functioning or biometric attendance is not possible due to some temporary biological issues likely to persist for a short period of time say upto seven days, controlling officers will be required to make entry of attendance manually in BIOAS using the user-id and password already allotted by the EE (EDP)/ Incharge Biometric Project.

Any deviation in this regard will attract strict disciplinary action without any further notice/ information.

[AMIT SATIJA]
DIRECTOR [ADMN. & PERSONNEL]

All Members/ All Chief Engineers/ CVO
All Directors/ Addl. CEO/ All Superintending Engineers/
All Joint Directors/ All Executive Engineers/ All ACs/ Dy. Directors/
Consultant (PR)/ All AOs & ZROs/ All Accounts Officers & AAOs

Copy to:-

- 1) CEO, DJB
- 2) Consultant (PR) for publishing in Varun Patrika
- 3) EE (EDP): For uploading on the website of DJB

[Signature]
DIRECTOR [ADMN. & PERSONNEL]

1410
4/6/15

M/DJ
H/C
S/b