



# नर्मदा नियंत्रण प्राधिकरण

(जल शक्ति मंत्रालय, जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग, भारत सरकार)

## NARMADA CONTROL AUTHORITY

(Ministry of Jal Shakti, Department of Water Resources, RD & GR, Govt. of India)

नर्मदा सदन, सेक्टर-बी, स्कीम नं., 74-सी, विजय नगर, इन्दौर (म.प्र.)

Narmada Sadan, Sector-B, Scheme No. 74-C, Vijay Nagar, Indore - 452 010 (M.P.), INDIA



संख्या NCA/WebManager/Attendance/

दिनांक 02 जून 2022

### परिपत्र

नर्मदा नियंत्रण प्राधिकरण में 1 जून 2022 से सभी अधिकारियों एवं कर्मचारियों के लिए समय पर उपस्थिति सुनिश्चित करने हेतु चेहरा पहचान आधारित बायोमेट्रिक उपस्थिति प्रणाली (**Face Recognition Based Biometric Attendance System**) शुरू की गई है। इस सिस्टम हेतु जरूरी उपकरण नर्मदा नियंत्रण प्राधिकरण, नर्मदा सदन के मुख्य द्वार पर लगा दिए गए हैं एवं इस सिस्टम की सुरक्षा हेतु क्लाउड आधारित वेब कैमरा भी मुख्य द्वार पर लगा दिया गया है। इस सिस्टम में सभी अधिकारियों एवं कर्मचारियों के रेजिस्ट्रेशन का कार्य भी पूर्ण हो चुका है।

सभी अधिकारियों एवं कर्मचारियों के रेजिस्ट्रेशन के पश्चात नर्मदा नियंत्रण प्राधिकरण में लागू होने वाली संशोधित उपस्थिति नीति (**Revised Attendance Policy**) इस परिपत्र के साथ संलग्न है।

यह परिपत्र कार्यकारी सदस्य महोदय के अनुमोदन से जारी किया गया है।

for - *[Signature]* 02/06/2022  
(डी इलनचेझियन)  
सचिव, न नि प्रा

### प्रतिलिपि

1. कार्यकारी सदस्य महोदय के प्रधान निजी सचिव
2. सदस्य (सिविल)/ सदस्य (पर्या. एवं पुन.)/ सदस्य (विद्युत) ननिप्रा इंदौर
3. सचिव / मुख्य अभियंता, ननिप्रा इंदौर
4. निदेशक (सिविल), ननिप्रा इंदौर
5. सभी उपनिदेशक / समकक्ष, ननिप्रा इंदौर
6. सहायक निदेशक (सिविल), भवन अनुभाग ननिप्रा इंदौर
7. ✓ APRO ननिप्रा इंदौर, इस परिपत्र को ननिप्रा वेबसाइट पर अपलोड करने हेतु
8. सूचना पटल



स्वच्छ सुरक्षित जल-सुन्दर खुशहाल कल  
CONSERVE WATER - SAVE LIFE



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### Attendance Policy

Narmada Control Authority has started monitoring the attendance of all Officers and Employees of Indore Office from June 2022 through face recognition based attendance monitoring system. A meeting chaired by Executive Member, NCA with all Attendance Nodal Officers was held on 01.06.2022 for finalization of rules & regulations and SoPs for attendance monitoring in NCA.

Following are the governing rules in respect of Attendance Policy of Narmada Control Authority:

#### Terms in Use

##### I. Full Day Absent

An employee is assumed absent for full day when he/she has not punched the IN and OUT time.

##### II. Half Day Absent

An employee is assumed absent for half day when he/she has not punched the either IN or OUT time.

##### III. Attendance Time shortfall

An employee is assumed to be short on attendance time if the total time of his presence in Office is less than the duty time. The duty time is defined as follows:

- 8.5 hours per day including 30 minutes lunch time (i.e. 9:30 AM to 06:00 PM) for 5 days week
- 7.5 hours per day including 30 minutes lunch time (i.e. 10:00 AM to 05:30 PM) for 6 days week
- 8 hours per day for employees on three 8 hour shift plans including lunchtime

A total of sum of weekly hours need to be compensated till the end of every week in case of late entry or early exit.



#### **IV. IN/OUT Time**

The face recognition based biometric system will record the IN/OUT time just by looking into the machine (without mask). A confirmation message is displayed on successful attendance recording. Employee should verify that the attendance has been marked in machine before leaving. The attendance is automatically uploaded to server for compilation of weekly/monthly reports.

#### **Attendance Rules**

##### **Timings:**

- Employee need to mark attendance time at the time of entry and exit from Office.
- A delayed attendance upto 30 minutes is allowed provided the time is compensated in the same week (till Saturday/Sunday). Monday will mark start of new week.
- A delayed attendance upto 60 minutes is allowed only twice in a week provided the time is compensated in the same week (till Saturday).
- A delayed attendance more than 60 minutes shall require Half Day Leave per day.
- For half day leave, employee need to cover half of the duty time assigned for that day.
- If employee does not mark both IN and OUT attendance, then full day leave will be required.
- An attendance record shall be generated at the end of every week stating the shortfall / missing attendance. Any shortfall upto 30 minutes shall be exempted. Shortfall from 30 to 240 minutes shall require half day leave per day. Shortfall from 240 to 480 minutes will require full day leave per day.
- In case of no attendance, justification has to be given by the employee. In case of Official tours, leaves, etc., the Xerox copy of leave/tour program will have to be provided by the employee to the concerned nodal officer.
- In case of night-shifts, the evening entry will be considered as IN time and morning entry will be considered as OUT time.

##### **Report Management:**

- The attendance of all employees will be kept in public domain and can be viewed by anyone from anywhere through internet. The link to view attendance will be circulated shortly after data is populated on server.
- A Nodal Officer shall be selected from each wing to look after the attendance record of all Officers and employees of that particular wing.

- Nodal Officer will be responsible to collect the information about all Officers and employees of that particular wing in respect of missing attendance entries. He/she shall collect why a particular officer/employee was not present on that day.
- In case of no attendance on specific days, justification has to be given by the employee to Nodal Officer. In case of Official tours, leaves, etc., the Xerox of tour program, sanctioned leave, etc. shall be submitted to concerned Nodal Officer. If no justification is given by the employee within 5 days then automatically leaves will be debited from the employee's leave account. If employee does not have leave balance or he/she refuses to avail leave then those days will be considered for deduction of salary in the next month.
- Nodal Officer will then compile the data and submit report to Executive Member on monthly basis on or before 15<sup>th</sup> of next month. (for example, the attendance report of May 2022 needs to be submitted before 15<sup>th</sup> June 2022). A copy of the report will be sent to Finance Officer for preparation of salaries.

**Nodal Officers:**

Following Officers are assigned duties of Attendance Nodal Officers for corresponding wings:

Section	Attendance Nodal Officers
Civil Wing	Shri Manish Rathore, Deputy Director (Civil)
E&R Wing	Shri R Vasudevan, , Deputy Director (Civil)
Power Wing	Shri Rajesh Sharma, Executive Engineer (EMC)
Secretariat and TC Wing	Shri Akhilesh Sharma, Deputy Director (TC)
Admin Section	Shri R Vasudevan, Deputy Director (Civil)
Finance Section	Shri Amit Singh Labana, Accounts Officer
EM Office	Shri Ranvir Dumne, PPS

This Issues with the approval of Executive Member, NCA

for - 02/06/2022  
 (D Ilanchezhiyan)  
 Secretary, NCA