



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(Central University, Govt. of India)

Ref: IMU/ADMN/BIO/INSTR/2015

27th July 2015

CIRCULAR No.15

Instructions for Biometric Attendance System (BAS)

Ref: 1) Ministry of Personnel, Public Grievances & Pensions letter
No:11013/9/2014-Estt (A-III) dated 28.01.2015.

2) Ministry of Shipping letter No. I-34/1/2015-MT, dated
04.03.2015.

3) IMU's letter no. IMU/VC/Circular/2015, dated 01.07.2015.

As per the reference 1st cited, the Government of India has made the implementation of Biometric System of Attendance compulsory for the staff of all Departments, Agencies and Autonomous Bodies under the Central Government.

As per the reference 2nd cited, the Ministry of Shipping has directed that the Biometric System of Attendance should be in position within one month.

As per the reference 3rd cited, IMU has mandated the Biometric System of Attendance for all the employees of IMU Headquarters and its Campuses from July 2015 onwards. Adequate time has been given for acclimatisation to the new system.

The following detailed instructions should be followed while implementing the Biometric Attendance System (BAS) in IMU:

East Coast Road, Uthandi, Chennai 600 119.

Tel : (044) 24530343 / 345 Fax : (044) 2453 0342 Email: info@imu.co.in website: www.imu.edu.in

:2:

1. The office timings are from 09:30 AM to 05:30 PM with 30 minutes of lunch break and these timings should be scrupulously observed.
2. Each working day shall consist of 2 sessions. The forenoon session shall be deemed to be from 9.30 am to 1.30 pm and the afternoon session from 1.30 pm to 5.30 pm.
3. Early leaving shall be treated on the same footing as late arrival.
4. All employees other than those exempted will be required to compulsorily mark their arrival and departure times in the Biometric Attendance System machine.
5. Arrival in the morning shall be recorded between 9:30 am and 9:40 am. Similarly, departure in the evening shall be recorded between 5.20 pm and 5.30 pm.
6. Arrival in the office after 09.40 am and departure from office before 5.20 pm *for whatever reason* shall be reckoned as half-a-day's Casual Leave.
7. Where an employee attends for only half a day, arrival after 9.40 am and departure before 1.20 pm in the forenoon session, and arrival after 1.40 pm and departure before 5.20 pm in the afternoon session *for whatever reason* shall be reckoned as half-a-day's Casual leave.
8. But late attendance or early departure up to an hour, *on not more than two occasions in a month and for justifiable reasons*, may be condoned by the Campus Director or the Registrar as the case may be, provided the

employee makes good this shortfall by working extra time preferably within the same week. This includes late arrival due to delays in common office transport. In such cases, the Registrar may revise the transport timings to ensure that such delays are avoided.

9. No permission for or ratification of late attendance shall be given by anybody other than what is stated in paras 6 to 8 above.
10. If the Casual Leave of the employee is already exhausted, it will be treated as Earned Leave or any other leave to which he is entitled, failing which as leave without pay. Habitual late coming implies lack of devotion to duty and shall be a ground for disciplinary action.
11. Where an employee is required to go for an *official meeting* in the morning in another office directly from home or to proceed for an *official meeting* in the late afternoon from where he is not likely to return to office, an *advance written intimation* by email or letter to this effect shall be given to the Campus Director or Registrar as the case may be. Provided that the official meeting is one which the employee has been directed to attend by an officer not below the rank of a Deputy Registrar.
12. Where an employee is required to do *official work* outside the office as when organizing a function or receiving and escorting VIPs or undergoing training or is required to proceed on an *official tour* outside the headquarters, an *advance written intimation* by email or letter to this effect shall be given to the Campus Director or Registrar as the case may be.

Provided that the official work or tour is one which the employee has been directed to do by the Campus Director or Registrar as the case may be.

13. All installed machines and corridors leading to these machines shall be under 24-hour surveillance physically or through CCTV cameras.
14. Disciplinary/legal action shall be initiated against any employee found to be directly or indirectly tampering with the Biometric Attendance System (BAS) or the surveillance system or unauthorisedly tampering with the attendance particulars.
15. The Biometric Attendance System will be monitored by Administration Section and maintained by IT section.
16. These instructions will come into effect from **1st August 2015**.

L. V. B. R. 27/3/15
REGISTRAR

To:

- 1) All Campus Directors
- 2) All Employees of IMU Campuses & Headquarters

Copy to:

- 1) PA to VC
- 2) PA to REGISTRAR
- 3) CONTROLLER OF EXAMINATIONS
- 4) FINANCE OFFICER i/c
- 5) NOTICE BOARD