



विज्ञान एवं प्रौद्योगिकी उच्च अध्ययन संस्थान

(भारत सरकार के विज्ञान एवं प्रौद्योगिकी विभाग के अधीन एक स्वायत्त संस्थान)

विज्ञान पथ, पश्चिम बड़ागाँव, गइचुक, गुवाहाटी-781035, असम, भारत

INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

AN AUTONOMOUS R & D INSTITUTE UNDER DEPARTMENT OF SCIENCE & TECHNOLOGY, GOVT OF INDIA,
VIGYAN PATH, PASCHIM BORAGACHH, GAROHIK,
GUWAHATI-781035, ASSAM, INDIA

OFFICE MEMORANDUM

Subject: Rules / Guidelines /instructions for implementation of Aadhaar Enabled Biometric Attendance System at IASST, Guwahati.

In Compliance with DOP&T guidelines, Aadhaar Enabled Biometric Attendance System (AEBAS) is being implemented at IASST, Guwahati with effect from 1st July 2019.

Rules/Guidelines/ instructions are required to be followed strictly by all the employees and research scholars of IASST for successful and effective operation of the AEBAS. Rules/guidelines/ instructions have been framed based on few underlying principle giving certain relaxation to ensure that the AEBAS is implemented successfully and effectively to maximise the output of IASST without compromising on the core issues.

(A) Underlying principle for framing Rules/ guidelines/ instructions of Aadhaar Enabled Biometric Attendance System at IASST, Guwahati.

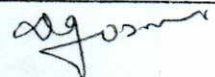
1. Natural Justice to all.
2. Rewarding the honest and the sincere and giving scope to the defaulters to improve
3. Flexible time up to one hour, IASST being a research organisation.
4. Not to compromise with the core issues including security of the institute and to safeguard interest of IASST.

(B) Rules / Guidelines /instructions.

- (1) Biometric attendance is mandatory for all employees and research scholars of IASST including consultants.
- (2) All employees and research scholars shall be required to mark their attendance in AEBAS on arrival & departure (without any exception/ excuse) by using Attendance ID.
- (3) The office timing is from 09:00 AM to 05:30 PM with 30 minute of lunch break from 01:00 PM to 01:30 PM and to be scrupulously observed. No employee and research scholars shall be allowed to leave the campus during lunch break. In case of emergency, the employee and research scholars has to obtain gate pass from the concerned authority and record their out/in time in the out/in Register kept in the Security Gate.
- (4) Marking of the attendance in the AEBAS for the employee and research scholars travelling by office staff bus shall be regulated by the bus timing.
- (5) As per extent instructions half day casual leave shall be debited for each day of late attendance. In addition to debiting casual leave (or Earned leave, when no CL is available), disciplinary action may be initiated against government servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.

[Handwritten Signature]

- (6) Any official availing half day casual leave in the forenoon will mark arrival entry in the AEBAS up to 01:30 PM and the official availing half day casual leave in the afternoon will mark departure entry in AEBAS at 01:00 PM to after.
- (7) Mr. Jayanta Barthakur, Network and System Administrator, shall be the nodal officer for implementation of AEBAS, However AEBAS shall be maintained by Admin Section so far as matter of attendance and related policy is concerned.
- (8) Attendance report shall be made available to the concerned Admin Section by the nodal officer. The same will be examined in the admin section and necessary action shall be initiated. In order to validate the attendance record, all employees are required to ensure that a copy of the relevant document/ approvals (leave, Training, Tours, mandatory medical check up etc.) duly recommended by their controlling officers are submitted to the concerned admin section where leave account shall be maintained properly.
- (9) Disciplinary/ Legal action shall be initiated against any employee and research scholars found to be tempering/ mishandling with the attendance monitoring system.
- (10) The term employee used in this rules would include all the employees (permanent, temporary, contractual etc.) of IASST, Guwahati.
- (11) In the morning, time recorded between 09:00 AM to 09:15 AM, would not be counted towards the shortfall, as this is given for marking in the AEBAS. Thereafter, late coming upto 15 minutes may be relaxed keeping in view the transport problem or any other unforeseen eventuality subject to the condition that the duration of late coming is compensated by sitting late in the evening, preferably in the same day or any other day of the same week, so that at least 42.5 hours of work time for the week is maintained.
- (12) In exceptional cases of medical emergency and death related issues late coming in the morning/ early departure in the afternoon up to a maximum of two hours will be allowed subject to the conditions that prior written approval of the Director, IASST is obtained and the duration of late coming/ early departure etc is compensated by devoting extra hours of equal work so as to ensure that at least 42.5 hours of work time for the week is maintained.
- (13) While taking advantage of the relaxation, if minimum 42.5 hours of work time per week is not maintained, then the concern employee **shall not be allowed any kind of relaxation for the week.**
- (14) Arrival in the office after 09:30 AM and departure from the office before 05:00 PM will be reckoned as half day Casual Leave subject to other rules mentioned herein. However if the presence in the office is less than four hours, the Employee has to apply for full day casual leave. This will be applicable till casual leave are available in the account of the employee. If the casual leave of employee is exhausted, the employee may apply for any kind of leave due and admissible under rules, otherwise disciplinary action shall be initiated against erring employee as deemed fit under the rules.
- (15) Late attendance up to an hour, not more than in one occasion in a week for justifiable reasons may be condoned by the competent authority, However prior approval has to be obtained and the interest of IASST has to be safeguarded. Early leaving is also to be treated in the same manner, subject to the condition that the duration of late coming/ early going is



suitably compensated by sitting late in the evening in the same day or any other day of the same week, so that at least 42.5 hours of work time for the week is maintained.

- (16) Leaving the office during the office time with valid gate pass and with due approval of the competent Authority for a maximum of three hours for private work not more than one occasion in a week with the condition that duration of absence from the office is suitably compensated by sitting late in the evening in the same day or any other day of the same week, so that at least 42.5 hours of work time for the week is maintained.

Some of the relaxation as elaborated above shall be applicable to those employees and research scholars who work for minimum of 42.5 hrs at IASST per week including the lunch break of half an hour subject to the conditions specified. 8.5 hours and 4 hours shall be added to the weekly tally for each day and half day respectively of formal leave/ official tour etc.

C) Regularization of attendance in case of lapses.

(a) Monthly CL/ RH/ Leave Statement in respect of employee working under a unit/ section/ division shall be sent to Admin section latest by 5th of the following month by HOD.

(b) It must be ensured by the employee concern that duly recommended leave application of nature such as EL/ commuted leave/ HPL etc. is sent to concerned Admin section. Admin Section shall ensure that all such leave for a month are duly sanctioned by 10th of the following month with copy of sanction order endorsed to the Nodal officer.

(c) In case of commuted leave on medical ground or earned leave overlapping two/ three consecutive months, period of absence shall be kept under suspense and marked "S" and shall be regularised immediately after joining of employee as elaborated above.

(f) For employee going on official tour, they shall send a monthly statement in this regard to the Nodal officer along with monthly CL/RH Statement for making necessary entries in the system by 5th of the following month.

(g) In case, any employee is to visit local office for official purposes and situation is such that such official would not be able to mark attendance in the system either in the morning or evening, prior intimation regarding it would be sent to the Nodal officer. Further a consolidated monthly statement in this regard would be sent by 5th of following month for making necessary entry in the system as per following format.

Sl. no	Name of employee	Venue	Date/Time	Purpose of meeting	Signature of approving authority
1	2	3	4	5	6

(h) All OTA as admissible would be sanctioned for the concerned employee based on time of attendance and departure in the AEBAS only. If any employee is called for duty on holidays or required for official exigencies beyond office hours outside office with senior officer, they will submit a confirmation in this regard to claim OTA as per rule.

(10) In case of staff car drivers deployed with senior officer, counting of their office hours will continue as per existing practice in accordance with their duty requirements. However, they will be required to mark attendance in AEBAS on first arrival in the office and on departure from office.

These rules/guidelines shall come into effect from 8th July, 2019.


(D. Goswami)
Registrar

Date-04-07-2019

Memo No: IASST/ A 1238 /2019-20/ 4325 - 4328.

Copy to:

1. The PS to the Director
2. All the employees and research scholars of IASST
3. Mr. J. Borthakur, Network and System Administrator and Nodal Officer, IASST
4. Concerned file


D. Goswami