

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT
AND INVESTMENT CORPORATION LIMITED:**
UDYOG BHAWAN : TILAK MARG : JAIPUR : 302005

No. A.1(1)112/2019
September 30 , 2020

CIRCULAR

It has been decided by the Management of the Corporation to induct the attendance through Bio-Metric System in all Unit Offices and Sub-Offices. For this purpose Bio-Metric attendance machine have been installed at all Unit Offices & Sub-Offices.

All the SOP's/ directions issued by the Government with respect to Covid-19 pandemic shall be followed strictly while marking bio-metric attendance.

All the officers/officials working in Unit Offices & Sub-Offices are hereby directed to get their thumb/finger/face impressions enrolled with immediate effect.

It is to clarify to all the officers/officials that working hours for all employees (except Class IV employees) are from 9.30 am to 6.00 pm with lunch break from 1.30 pm to 2.00 pm. All the employees are required to mark/punch their attendance in the bio-metric system twice a day at 9.30 am & 6.00 pm.

Class IV employees are required to mark their attendance in bio-metric machine twice a day i.e. before 9.20 am & after 6.00 pm.

A delay of 10 minutes in morning shall be allowed for all employees for marking their presence in bio-metric machines. Half day C.L shall be counted for employees who mark their presence after permissible time in morning and before permissible time in evening.

If any employee marks his/her presence beyond permissible time three times or more in a month in that case action shall be taken as per Rules.

If any officer/official is on tour/meeting they should obtain prior permission from the competent authority and compiled information be sent to Advisor (Infra) by the concerned Unit Head. If any

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25/9/2020

Officers/Officials is on official duty to other department. they should submit their duty certificate.

Attendance marked in Bio-metric machines shall be linked with RIICO HRMS module. Therefore, all employees are required to apply for any leave/tour before proceeding. Once the Bio-metric machines are linked with HRMS module absentee statement shall be automatically generated for the purpose of monthly salary preparation.

The competent authority for officials/staff of the Unit Offices & Sub-Offices shall be concerned Unit Head. Advisor (Infra) shall be the competent authority for all Unit Heads.

Attendance registers presently being used shall be withdrawn and attendance shall be made only by Bio-metric machine. It is the responsibility of all the employees to mark their attendance in bio-metric system, failing which he/she shall be treated as absent.

If any problem arises on account of making attendance, the competent authority for making decision will be Advisor (Infra).


Advisor (A&M)

Copy to :

1. All the Officers/Officials at Unit Office
2. All the Unit Heads
3. ~~AGM (IT)~~
4. Sr. DGM (HRD)
5. Manager (HRD)/(Bills)/(GAD)
6. Office order file/ concerned file/Notice

Copy also to:

1. PS to Chairman
2. Sr. PS to M.D.