

**Office of the Engineer-in-Chief (Admn. Wing.)
Irrigation & CAD Dept., Errum Manzil, Hyderabad**

Circular Memo.No. Rc/ENC(AW)/G5/Attendance/2019

Dated: 16.01.2019.

Sub: Estt- I&CAD Dept.,- TSES, TSESS, TSMS, TSLGS- Instructions on maintaining attendance and use of Biometric Devices - Certain instructions issued.

Ref: Arising.

It has come to the notice of the undersigned that, some of the Circle/Unit Offices are not maintaining attendance strictly and in some of the offices Biometric Devices are yet to be installed.

In this regard, the Circle/Unit Officers are hereby informed that, all the members of establishment are expected to attend office from 10:30 AM to 5:00 PM on all week days except recognized holidays. It is the responsibility of the Head of the office to maintain the attendance strictly as per the District Officers Manual.

Further, it is proposed to maintain the attendance through Biometric Devices and deduct the leaves for late attendance as per the Biometric attendance, as per the rules in force. All the Unit/Circle/Division Officers must install Biometric devices at their offices and maintain attendance through Biometric devices only.

Further, it is informed that, information regarding maintenance of Biometric devices and deductions of leaves for late attendance are being asked under RTI ACT-2005. If any such information is sought and in case of failure to furnish the information and the consequences that may arise due to lapse of maintenance of attendance as per the rules, the Circle/Unit Officers or Head of the Office will be held responsible for the lapses.

In this regard, all the Unit/Circle officers are requested to maintain attendance through Biometric device only at Unit/Circle/Division levels and also deduct the leaves strictly for late attendance from the leave account of the concerned employee. If any offices have not yet installed Biometric Devices, they are requested to procure and install devices, as soon as possible.

The receipt of the memo shall be acknowledged in the first instance.

Sd/- B. NAGENDRA RAO,
Engineer-in-Chief (Admn.)

To

All the Unit/Circle Officers of Irrigation & CAD Dept., T.S.

1. Copy to the Engineer-in-Chief (IW), I&CAD Dept., for information and to take necessary action in the matter.
 2. Copy to the Engineer-in-Chief (Irrigation), I&CAD Dept., for information and to take necessary action in the matter.
 3. Copy to the Engineer-in-Chief, (Projects), LMD Colony, Karimnagar for information and to take necessary action in the matter.
 4. Copy to the Engineer-in-Chief, Kaleshwaram Project, Hyderabad for information and to take necessary action in the matter.
 5. Copy to Deputy Executive Engineer (Computers) to place in website.
- Copy to file.


for Engineer-in-Chief (Admn.)

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