

BIRLA INSTITUTE OF TECHNOLOGY
(A Deemed to be University u/s 3 of the UGC Act, 1956)
OFF-CAMPUS (NOIDA) – 201301 (INDIA)

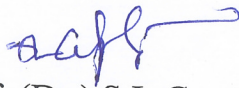
June 14, 2023

Advisory for Non-Teaching Staff Members

It has been observed that some of the non-teaching staffs are not adhering to the instructions of office order dated 25-08-2021 and dated 06-01-2023 on prescribed working hours of the Institute and the same has been viewed as serious misconduct.

It is reiterated that all academic support (non-teaching) staff members have to attend office from 9.00 a.m to 5.30 p.m on all working days and not to leave office before 5.15 p.m without prior approval / permission of the competent authority.

The BBAMS guideline along with Duty Time Slots (DST) sl no (iv) and (v) for Officers / General Staff is enclosed (refer Annexure -I) herewith for reference and necessary compliance.


Prof. (Dr.) S L Gupta
Director

Copy forwarded for information to:

- (1) All member of staff – through email
- (2) Notice Board: Staff
- (3) Webmaster for suitably uploading on Institute's website

Birla Institute of Technology
Mesra-835215, Ranchi

**Guidelines for Biometric Based Attendance Monitoring
System (BBAMS)**

Optimum and disciplined human resource management is the prerequisite for efficient functioning of any institute committed to deliver quality service to the nation. To ensure above, Birla Institute of Technology, has been contemplating to improve the efficiency in monitoring attendance, leave records and overall working environment in the institute, by introducing Biometric Based Attendance Monitoring System (**BBAMS**). The system shall encourage punctuality and boost motivation.

1. An employee will be required to mark their arrival and departure time in the Biometric Based Attendance and Monitoring System (BBAMS).
2. Faculty members, office Staff and employees working in different utilities and services shall render duties for stipulated number of hours corresponding to their DTS per week as mentioned in Annexure-I.
3. Employees of the institute shall be categorized in groups depending upon their job profile. In several utilities, employees are deployed in three different shifts/time slots. Hence, employees in those utilities/services shall be grouped as per their duty in specific time slot, henceforth, shall be identified as Duty Time Slot (**DTS**). The list of different existing duty time slots has been appended at the end of the document (please see Annexure-I).
4. Each day, except Saturday, there shall generally be four* biometric recording per day per employee, two entries and two exits. One entry at the time of arrival signifying the joining on duty on a given day and one at the end of the day signifying departure from service on that day. In between these two, as intermission for lunch, there shall be one entry and one exit, the minimum gap between these two shall be 30 minutes and maximum one hour. Employees may be required to go for official duty to the city and he/she may or may not come back to office. In such cases authorized **Duty Slip** shall be available to take into account official duty at city and elsewhere.

*Number of Biometric Recording per day for each individual has been outlined in Annexure-I

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14.8.18

5. Arrival: Employees shall enjoy flexible arrival. They can record arrival anytime between 15 minutes prior to the beginning of the prescribed/allotted DTS, and 30 minutes (which shall be reduced to 15 minutes after system stabilization) beyond the beginning of the prescribed/allotted DTS.
6. Departure: An employee can depart up to two hours after the end of the prescribed/allotted DTS. An early departure up to one hour can be relaxed subject to the condition that the duration of early departure as well as extended lunch break is compensated by working extra time on any other day of the same week so that stipulated hours of work time for the week is maintained/ achieved. However, in one full working day, the maximum recorded working time shall not be more than 9 hours (except for employees eligible for overtime whose full working shall be recorded).
7. Instead of four biometric recording per day (i.e., one for arrival, one for beginning of lunch, one for end of lunch and one for end of the day), if an employee registers biometric attendance partially then following shall be applicable:
 - i). Only one biometric recording at the beginning of the day and no other recording (i.e., one **in** no **out**) to be treated as **Absent** during the day.
 - ii). One biometric recording at the beginning of the day and another at the end of the day (i.e., one **in** and one **out**) to be treated as $\frac{1}{2}$ **day Casual Leave**. Employees taking lunch at workplace shall also be required to record his/her entry and exit. However, this shall not apply to employees with (a) split DTS, (b) no lunch break.
 - iii). One biometric recording at the beginning of the day, one biometric recording for lunch and another at the end of the day(i.e., **one in** , another **in** and one **out**) to be treated as $\frac{1}{2}$ **day Casual Leave**.
 - iv). No biometric recording at the beginning of the day and another at the end of the day (i.e., no **in**, one **out**) to be treated as **absent** during the day.
8. Whenever an employee is required to go out for an official assignment during a working day or proceed in the late afternoon from where the employee is not likely to return to office, intimation to this effect shall be furnished in advance to the Head/Dean (FA&SR)/Registrar/In-Charge, in a prescribed proforma shall be known as "**Early Going Duty Slip**". The concerned authorized officer shall subsequently send this Slip to office of the Registrar, for necessary recording in the BBAMS. Similarly, late coming of an employee due to the requirement of going to Ranchi/elsewhere directly for an official assignment from home and come to office after completing the assignment shall be intimated through concerned authorized officer through "**Late Coming Duty Slip**".
 - a) Hours of duty performed through "**Early Going Duty Slip**" and "**Late Coming Duty Slip**" shall be added to the duty hour on the concerned day.
 - b) Against each approved duty leave (through "**Duty Leave Slip**") it shall be assumed that the employee has performed 8 hours of duty on that day.

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14.8.18

9. To be counted as a full working day, an employee has to work for at least 6 and ½ hours per day, and for a half working day one has to work at least 3 and ½ hours on that particular day. The deficiency of prescribed working hours has to be met within the same week.
10. Delay in the arrival of office in more than three days per month shall be penalized with one CL/EL. For each delay over three days a half CL/EL shall be deducted. If both CL and EL of the employee are exhausted, proportionate deduction shall be made from monthly salary.
11. **Administrator of Biometric System:** To be delegated by the Registrar.
12. **Responsibility of Administrator:**

Leave: On recommendation of concerned Head of the Department, the leave application of faculty members shall be approved by the Dean (FA&SR) and shall be sent to the Registrar office for record in BBAMS. Similarly, the leave applications of staff members shall be approved by the Registrar office for record in the Biometric system.

Amendment in duty/leave/late arrival etc: Any amendment which is required due to the rearrangement of duties in the utilities, dispensary, or in any department/center or section as well as any amendment required due to inadvertent delay shall be approved by the concerned Head/In-Charge through prescribed Form. This form shall be sent to the Registrar office for making necessary amendment.

Record of Overtime: In general for employees to be eligible for overtime allowance prior approval of appropriate authority is required to be obtained. For those sections, wherever applicable at present, the duration of overtime shall be recorded through approved proforma by the concerned Head/In-charge which shall be subsequently recorded in the Biometric System by respective administrator.

13. Prior to the availing of any leave such as casual leave(CL), earn leave(EL), half pay leave, compensatory off, duty leave(DL), tour etc, the employee shall submit the leave application in prescribed form to concerned Head/ In-charge who in turn shall forward the application with appropriate recommendation to the competent authority for approval. The approved document shall be sent to the office of the Registrar for recording in the BBAMS.

14. **Whom to submit the leave application?**

Head of the Department/Dean/COE/Registrar: These officers shall submit their leave applications through the concerned Department to the office of the Vice Chancellor for his approval. The approval shall be sent to the office of the Registrar for record in the BBAMS.

S. Kumar
14-8-18

Faculty Members: Faculty members shall submit leave application to the concerned Head of the Department. Leave to be approved by Dean (FA&SR), and the approval shall be sent to the office of the Registrar for record in the BBAMS.

Staff members: Shall submit leave application to the concerned Head/In-Charge. Leave to be approved by the Registrar.

In case of absence of the concerned authority, the officiating person shall authorize leave applications.

15. System Administrators of Biometric Services will arrange the entries of all leaves, possible in the Bio-metric System and regularize the absence as per the available data (**within three days**). The record of late entry and/or early exit will be maintained by biometric system. The system shall be also entrusted with the deduction of Leave of an employee if he/she exceeds cumulative grace period of 180 minutes per month. The Biometric Services shall maintain the relevant Biometric attendance records. It is the employee's duty to ensure the recording of their entry/exit in the Bio-metric registry device. In case of device-failure, one may attempt to record attendance through another nearby device. Under extreme circumstances, whenever no functioning biometric device is available, the concerned department shall arrange to record the attendance manually only as an exception (till the devices are functional again).
16.
 - i). The BBAMS shall prepare the Monthly Attendance Report (**MAR**) for each department/ centers/ utilities which shall be from 16th day of the previous month to 15th day of the current month, and provide a relevant copy to the concerned department/center/utilities by 16th of every month. If it falls on a Holiday, the next working day will be applicable.
 - ii). The HOD/ In-charge shall verify this report and corrections/comments may be made in the remarks column. The corrected report with pending leave applications, if any, may be given back to the office of the registrar on or before 18th of the same month. If 18th happens to be a holiday, the next working day can be earmarked for this purpose.
 - iii). The Registrar office shall subsequently forward the final Monthly Attendance Report (MAR) to the Account Office for preparation of monthly salary of the employees.
17. In addition to the above, the Registrar office with the help of BBAMS shall prepare a "**Report**" listing employees with delay/early departure, irregular attendance etc for

Skumar
14.8.18

each department/ utility/center which shall be submitted to the higher authority for remedial measures.

18. **Separate Attendance Report shall be prepared for Assistant Professors employed under NPIU-TEQIP-III.**

19. **Recommendations:**

- i). The committee recommends that an overall system administrator shall be identified and placed under the *Establishment Section* of the office of the Registrar who shall look after the implementation of guidelines. Any technical support required for smooth functioning of the BBAMS may be provided by the *Communication Service* of the institute.
- ii). Two staff with good computer skills, networking, database knowledge to be trained for software, device management, registration etc. Since the complete system is IP based and will operate on the existing network, hence, knowledge of networking is essential for the selected staff members.

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14.8.18

Annexure-I

Duty Time Slots (DTS)

The list of different existing duty time slots (DTS) and Corresponding Number of Required Biometric Records per day.

Sl. No	Faculty/Officers/General Staff (5 working days)	Number of Required Biometric Records/day
i)	Faculty members (DTS 8.00 AM – 5.30 PM. Flexible LB begins at 12.30PM, ends at 2.30PM; Minimum 30 minutes, Maximum duration 60 minutes). Note: Faculty arriving after 9.30AM shall be treated as late arrival.	2 (one entry & one exit) + 2 (Lunch Break)
ii)	TEQIP-III Assistant Professors (DTS 8.00 AM – 5.30 PM. Flexible LB begins at 12.30PM, ends at 2.00PM; Minimum 30 minutes, Maximum duration 60 minutes). Only 5 leave of all types per 3 months. Note: Faculty arriving after 9.30AM shall be treated as late arrival.	2 (one entry & one exit) + 2 (Lunch Break)
iii)	Non-teaching staff of Academic Departments (DTS 7.30 AM – 5.45 PM. Flexible LB begins at 12.30PM, ends at 2.00PM; Minimum 30 minutes, Maximum duration 60 minutes). Note: Employee arriving after 9.30AM shall be treated as late arrival.	2 (one entry & one exit) + 2 (Lunch Break)
iv)	Officers (DTS 9:00 AM – 5:30 PM. Flexible LB begins at 1.00PM, ends at 2.30PM; Minimum duration 30 minute, Maximum duration 60 minutes).	2 (one entry & one exit) + 2 (Lunch Break)
v)	General Staff Members (DTS 9:00 AM – 5:30 PM. Flexible LB begins at 1.00PM, ends at 2.30PM; Minimum duration 30 minute, Maximum duration 60 minutes)	2 (one entry & one exit) + 2 (Lunch Break)
Transport and Security (6 working days)		
i)	Morning Shift (DTS 6:00 AM – 2:00 PM; On duty Tiffin break as per convenience).	2 (one entry & one exit)
ii)	Evening Shift (DTS 2:00 PM – 10:00 PM; On duty Tiffin break as per convenience).	2 (one entry & one exit)
iii)	Night Shift (DTS 10:00 PM – 6:00 AM; On duty Tiffin break as per convenience).	2 (one entry & one exit)
iv)	General Shift (DTS 8:00 AM – 4:00 PM; On duty Tiffin break as per convenience).	2 (one entry & one exit)
	Caretaker (6 working days; each day two shifts without Lunch Break (LB))	(a) Monday to Friday: 2 (one entry & one exit) for first shift & 2 (one entry & one exit) for second shift; (b) Saturday : 2 (one entry & one exit) only one shift
i)	Morning Shift A (Monday to Friday:-DTS 7:00 AM to 10.30AM & 1.00PM –4:10 PM; Saturday 8.0AM to 12.00PM)	Do
ii)	Morning Shift B (Monday to Friday:-DTS 8:00 AM to 11.20AM & 12.50PM – 4:10 PM; Saturday 8.0AM to 12.00PM)	Do
iii)	Morning Shift C (Monday to Friday:-DTS 9:00 AM to 1.00PM & 2.0PM –	Do

S. K. Sonar
14.6.18

	4.40 PM; Saturday 9.0AM to 1.00PM)	
	Hostel Peons (6 working days; each day two shifts without Lunch Break (LB))	2 (one entry & one exit)
i)	Morning Shift(DTS 6.00 AM – 2.00PM)	2 (one entry & one exit)
ii)	Afternoon Shift (DTS 2:00 AM – 10.00 PM; On duty Tiffin break as per convenience).	2 (one entry & one exit)
iii)	Night Shift (DTS 10:00 PM – 6.0 AM; On duty Tiffin break as per convenience).	2 (one entry & one exit)
iv)	General Shift (DTS 9:00 AM – 5.30 PM; On duty Tiffin break as per convenience).	2 (one entry & one exit)
	Water Supply (6 working days)	
i)	Morning Shift (DTS 8:00 AM – 4:00 PM; LB 11.20AM-12.50PM).	2 (one entry & one exit) + 2 (Lunch Break)
ii)	Afternoon Shift (DTS 4:00 PM – 12.00 PM; On duty Tiffin break as per convenience).	2 (one entry & one exit)
iii)	Evening Shift (DTS 12:00 PM – 8.00 AM; On duty Tiffin break as per convenience).	2 (one entry & one exit)
	Hospital Doctors & Staff (6 working days, variable holidays)	
i).	Morning Shift (DTS 7:00 AM – 2:00 PM; no lunch break)	2 (one entry & one exit); One holiday per week
ii)	Evening Shift (DTS 2:00 PM – 9:00 PM; no lunch break)	2 (one entry & one exit); One holiday per week
iii)	Night Shift (DTS 9:00 PM – 7:00 AM; no dinner break)	2 (one entry & one exit); One holiday per week
	Doctor on split duty	
iv)	Homeopathy Doctor (DTS 8:30 AM – 12:30 PM; and 4.00PM to 7.00 PM; daily split duty, no LB), except Sunday and Holidays.	(a) Monday to Friday: 2 (one entry & one exit) for first shift & 2 (one entry & one exit) for second shift; (b) Saturday : 2 (one entry & one exit) only one shift
v)	General Staff i.e., Medicine store keeper (DTS 8:00 AM – 12:00PM and 4.00PM-7.00PM)	2 (one entry & one exit) for first shift & 2 (one entry & one exit) for second shift; Sunday Holiday
vi)	General Staff e.g Assistant Medicine store keeper (DTS 9:00 AM – 1 PM and 5.00PM-8.00PM)	2 (one entry & one exit) for first shift & 2 (one entry & one exit) for second shift; Monday Holiday
vii)	General Shift for Staff from Ranchi (DTS 9:00 AM – 4:00 PM; no lunch break)	2 (one entry & one exit); One Day Holiday
viii)	Sweeper and support (DTS 7:00 AM – 11:00 AM; and 4.00PM to 7.00 PM; split duty)	2 (one entry & one exit) for first shift & 2 (one entry & one exit) for second shift. 6 working days

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14.8.18

	ix) Sweeper and support (DTS 8:00 AM – 12:00 Noon; and 5.00PM to 8.00 PM; split duty)	2 (one entry & one exit) for first shift & 2 (one entry & one exit) for second shift;
	x) Visiting Dental doctor - daily except Sunday and Holidays- 5.00PM – 7.00PM.	2 (one entry & one exit)
	xi) Visiting Physiotherapist- Daily except Sunday and Holidays- 11.00AM – 2.00PM.	2 (one entry & one exit)
	xii) Visiting Skin Specialist- only on Sunday- 8.00AM-10.00AM.	2 (one entry & one exit)
	xiii) Visiting Gynecologist - On Monday and Saturday- 11.00AM-2.00PM.	2 (one entry & one exit)
	Communication Service	
	i). Network & PA (DTS 9:00 AM – 5:30 PM. Flexible LB begins at 1.00PM, ends at 2.00PM; Minimum duration 30 minute, Maximum duration 60 minutes); 5 Days Duty	2 (one entry- one exit) + 2 (Lunch Break)
	ii) Telephone Operator(DTS 7:00 AM – 1:00 PM; No LB; 5 Days Duty)	2 (one entry & one exit)
	iii) Telephone Operator(DTS 1:00 PM – 7:00 PM; No LB; 5 Days Duty)	2 (one entry & one exit)
	Planning & Development	
	i). Morning Shift C (Monday to Friday:-DTS 9:00 AM to 1.00PM & 2.00PM – 4.40 PM; Saturday 9.00AM to 1.00PM)	(a) Monday to Friday: 2 (one entry & one exit) for first shift & 2 (one entry & one exit) for second shift; (b) Saturday : 2 (one entry & one exit) only one shift
	Garden (6 days)	
	i). Morning Shift B (Monday to Friday:-DTS 8:00 AM to 11.20AM & 12.50PM – 4:10 PM; Saturday 8.00AM to 12.00PM)	(a) Monday to Friday: 2 (one entry & one exit) for first shift & 2 (one entry & one exit) for second shift; (b) Saturday : 2 (one entry & one exit) only one shift
	ii) Morning Shift (DTS 6:00 AM – 2:00 PM; On duty Tiffin break as per convenience).	2 (one entry & one exit)
	Guest House	
	i). Morning Shift (DTS 6:00 AM – 2:00 PM; On duty Tiffin break as per convenience).	2 (one entry & one exit)
	ii) Evening Shift (DTS 2:00 PM – 10:00 PM; On duty Tiffin break as per convenience).	2 (one entry & one exit)

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14.8.18

	convenience).	
	Morning Shift C (Monday to Friday:-DTS 9:00 AM to 1.00PM & 2.00PM – 4.40 PM; Saturday 9.00AM to 1.00PM)	(a) Monday to Friday: 2 (one entry & one exit) for first shift & 2 (one entry & one exit) for second shift; (b) Saturday : 2 (one entry & one exit) only one shift

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14.8.18