

# **NATIONAL HIGHWAY AUTHORITY**

Administration Wing (HRD Cell)

## Sub: **SOP – Management and Operation of Biometric Attendance System**

1. Introduction of automated solutions for improvement of performance of an organization and to strengthen its monitoring and accountability processes is standard practice of the modern world. Towards achieving this goal, NHA has initiated process for development and deployment of various IT based solutions. One of the solutions developed and currently being implemented is Biometric Attendance System. The aim of this system is to monitor, check and control the absenteeism and habitual late coming.

2. In order to ensure proper management as well as uninterrupted operation of the system, following Standard Operating Procedure (SOP) has been devised:-

### **1. Technical & Operational Responsibility**

- 1.1. MIS Section HQ shall be responsible & ensure smooth, uninterrupted operation, management & maintenance of software & hardware of the system.
- 1.2. MIS Section HQ shall also be responsible for procurement, installation, rectification of faults, up-gradation and integration of the system.
- 1.3. AD (HRMIS) HQ shall act as focal person and responsible for coordination among concerned Officers / Offices and ensure record / data entry in the system at HQ / Regions and its updating, monitoring and reports generation. **Generation of requisite reports as & when required as well as handles accountability process.**

### **2. Enrolment Thresh**

- 2.1. All Officers / Officials in BPS – 1 to 20 or equivalent shall be enrolled in the system.
- 2.2. The Chairman and Members shall be exempted and will not be enrolled.

### **3. Timing to be Observed**

- 3.1. Official working hours required to be adhered to in a day are 08 hours (480 minutes) from 08:00 hours in the morning and till 16:00 hours in the afternoon.
- 3.2. Officers / Officials fall in the category 2.1 above will mark their attendance in the biometric device at exact 08:00 hours in the morning and at 16:00 hours or later in the afternoon shall be considered full day on duty.
- 3.3. Those who will mark attendance between 08:01 hours to 08:30 hours in the morning and at 1600 hours or later in the afternoon shall not be considered late.
- 3.4. Those who shall mark their attendance between 8:31 to 9:00 hours in the morning shall not be considered late subject to the

condition that they will complete requisite eight (8) hours on duty.

- 3.5. The officials who will leave office before admissible time or without marking the attendance or without completing eight (8) hours on duty (where applicable), as the case may be, shall be treated as early departure.

#### **4. Counting of Leaves**

- 4.1. Leave availed for full 8 hours (480 minutes) shall be treated full day leave.
- 4.2. Four short leaves availed shall be consumed one full day casual or any kind of leave and debited to his leave earned. Duration of short leave shall be upto two (2) hours. Any short leave more than the specified duration shall be counted full day leave.
- 4.3. An employee of NHA who remains absent beyond his authorized leave shall not be entitled to any remuneration for the period of such absence. On regularization of such absence by the competent authority double the period of such absence will be debited against his leave account. Such debit, if there is insufficient credit in the leave account, be adjusted against future earning.

#### **5. Record / Data to be Entered**

- 5.1. All kinds of leaves including casual leave, short leaves, official tours / visit programs, trainings etc shall be entered in the system.

#### **6. Roles and Responsibilities**

- 6.1. DD (Pers-I&II), DD (Confidential), DD (Recruitment) and Dir (HRD) shall be responsible and ensure that copies of all kinds of notifications pertaining to employees working at HQ / Region / Projects i.e, postings / transfers, charge relieving & charge assumption reports, appointments, promotions, termination, retirement and trainings etc are marked and received in the office of AD (HRMIS) at HQ.
- 6.2. The concerned Officers / Officials shall be responsible to provide copies of their sanctioned leaves, approved tour/visit programs, charge relieving and assumption reports and ensure their receipt in the office of AD (HRMIS) at HQ and also to concerned DD / AD (Admn) in the Region.
- 6.3. AD (HRMIS) at HQ and concerned DD / AD (Admn) in the Regions shall be responsible and ensure that requisite data / record of all employees in the Region whether working in the Regional Offices, Maintenance Units or Project Offices is entered / updated in the system on daily basis.
- 6.4. AD (HRMIS) at HQ and DD / AD (Admn) in the Regions shall monitor the system and ensure rectification of any fault / defect in the system and devices immediately.
- 6.5. AD (HRMIS) at HQ shall also be responsible and ensure immediate shifting / entry of data of those employees posted /

transferred from one place / station to other, in the device installed at the place of their new posting.

- 6.6. AD (HRMIS) at HQ and concerned DD / AD (Admn) in the Region shall be responsible to monitor the biometric devices installed under their jurisdiction and ensure rectification of faults if developed in them and also ensure marking of attendance by all eligible employees.
- 6.7. AD (HRMIS) at HQ shall only be responsible for immediate enrollment of Officers / Officials in the system at the time of their initial joining NHA.
- 6.8. The office of AD (HRMIS) at HQ shall only be responsible for generation of requisite reports from the system as and when required.
- 6.9. DD / AD (Admn) in the Regions shall be given access of the system for the purposes of data entry, monitoring of the attendance and shall not be authorized to generate any report or make any alteration in the record / date once entered.

## **7. Procedure for Record / Data Entry**

- 7.1. AD (HRMIS) HQ shall be responsible for entry of requisite data of all employees at HQ.
- 7.2. DD / AD (Admn) in the Regions shall be responsible and ensure entry of data of all kinds of leaves, official tours / visit programs of employees working in the maintenance offices, construction and project offices in the respective region and its up-dation on daily basis.

## **8. Payment of TA/DA & Overtime**

- 8.1. TA/DA and Overtime claims of officers / officials shall not be entertained / paid until and unless they are verified from the biometric attendance system by AD (HRMIS) at HQ and concerned DD/AD (Admn) in the Regions. The offices where biometric devices are not installed, the existing system of payment of TA/DA and Overtime claims shall continue.

## **9. Accountability process**

- 9.1. The employees who shall avail five (5) unauthorized full or short leaves or marked attendance after 9:00 AM or left office before completing eight (8) hours on duty (where applicable) shall be served advisory note by Dir (Personnel) with the approval of GM (Admn) stating to be careful.
- 9.2. Those employees who shall avail between 6 to 10 unauthorized full leaves or short leaves or marked attendance after 9:00 a.m or left office before completing 8 hours on duty (where applicable) shall be served warning letters in case of BS 1-16 employees by Dir (Pers) and in case of officers in BS-17 and above under the signature of GM (Admn) with the approval of Member (Admn).
- 9.3. The cases of employees who shall avail between 11 to 20 unauthorized full leave or short leave or marked attendance after 9:00 a.m or left office before completing eight (8) hours on duty

(where applicable) shall be referred to Confidential Section for disciplinary action under NHA's E&D Rules 1995.

- 9.4. Merely submission of leave application should not be treated as an authorized leave. No employee shall leave the office unless leave applied for is sanctioned by the competent authority and properly conveyed. Leave cannot be claimed as a matter of right. Therefore all employees are advised to apply for grant of leave at least seven (7) day prior to departure date except casual and short leave.

## **10. Maintenance of Record / Data**

- 10.1. AD (HRMIS) at HQ and DD / AD (Admn) in the Regions shall ensure proper maintenance, safety and security of all files / record and data as per standard.

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