



भारत सरकार

Government of India

कृषि एवं किसान कल्याण मंत्रालय

Ministry of Agriculture and Farmers Welfare

कृषि एवं किसान कल्याण विभाग

Department of Agriculture and Farmers Welfare

दक्षिणी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान,

Southern Region Farm Machinery Training & Testing Institute

ट्रैक्टर नगर, गार्लदिन्ने, जि. अनंतपुर (आं. प्र.)

Tractor Nagar, Garladinne, District: Anantapur (A.P.)- 515731

An I.S.O. 9001- 2015 Certified Institute

Web.: <http://srfmtti.dacnet.nic.in>E-mail: fmti-sr@nic.in

File No. 6-1/2022-Misc

Dated: 8th August, 2023**CIRCULAR**

This institute has successfully installed Aadhar Enabled Bio-Metric Attendance System since 2015 and all officers/staff are utilizing its services for marking their attendance daily. As per extant instructions, contained in DoPT O.M. No: 28034/8/75- Estt-A dated 04-07-1975; No:28034/10/75-Estt-A dated 27-08-1975; No: 28034/3/82 —Estt-A dated 05-03-1982 and No: 11013/9/2014- Estt (A-III), dated 21.11.2014, half-a-day's Casual Leave will be debited for each day of late attendance, but late attendance up to an hour, on not more than two occasions in a month and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave or Earned Leave, when no CL is available, disciplinary action may also be taken against government servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.

In case the Bio-Metric Attendance System is not working due to one or other reason, then all Officers/officials shall ensure marking their attendance in the Attendance Register being maintained in their respective Sections. The attendance register may be called by the Director at anytime for inspection. Hence, the Section incharge shall ensure that the attendance register may be kept ready duly verified by him. The above instructions will be followed with immediate effect.

This issues with the approval of the competent authority.



(Handwritten Signature)
08/08/2023
(ROHIT SHRIVASTAVA)
Administrative Officer

Distribution:

- 1 All Officers
- 2 All Staff members (By Circulation)
- 3 Guard file
4. PA to Director for kind information of the Director