



**J&K SMALL SCALE INDUSTRIES
DEVELOPMENT CORPORATION LIMITED (SICOP)**

(A J&K GOVERNMENT UNDERTAKING)

ISO 27001:2013 ISO 9001:2015

Railhead Complex 2nd floor, Udyog Bhawan, Jammu, / SanatGhar bemina Srinagar

E-mail:- jkssidc@gmail.com

Order No: 07-FA of 2017

Dated: 07-12-2017

Subject: Implementation of Adhar Enabled Biometric Attendance System (AEBAS).

ORDER

Whereas the management has introduced Adhar Enabled Biometric Attendance System and Adhar Enabled Biometric devices have been installed in all the units of the corporation in order to ensure the punctuality of the employees working in the Corporation.

Now, therefore, on order to operationalize this system of attendance, it is hereby ordered as under:

1. That every employee shall ensure his/her attendance through Adhar Enabled Biometric Attendance Devices installed at their respective offices by or before 10.00 A.M in the morning and shall also record his/her attendance at 5.00 P.M in the evening. A grace period of 15 minutes shall be given in the morning but the same shall not be made a routine and any employee who resorts to such type of late attendance shall be treated **one day casual leave for three late arrivals**.
2. In case of an employee who has to attend official work during working hours, he/she will have to record his/her movements in the movement register at the time of departure and in he/she is not in a position to return back to his/her office, depending upon the nature of work, he/she shall be treated on duty for full day.
3. No employee shall punch the machine more than twice (On arrival and departure), which has become a habit and should be stopped. The Drivers and Dak Runners are hereby exempted from marking their attendance. However, the drivers who are not plying any vehicle at this movement will mark their attendance on daily basis.

The custody and maintenance of the Adhar Enabled Biometric Attendance Machines shall remain with the unit heads who shall be responsible for the smooth operation of the system.

In case of Head Office, the operation of Adhar Enabled Biometric Attendance System (AEBAS) shall be dealt by General Manager (Administration) in case of Non-move officials and DM (HQ) in case of move officials. The DDOs of all concerned offices shall disburse the salary to the staff as per the attendance record thereof.

This is issued with the approval of the Competent Authority.



**Financial Advisor & CAO,
SICOP**

No: SICOP/FA/184/2017610-16

Dated: 07-12-2017

Distribution:

1. Managing Director, SICOP for favour of his information.
 2. All General Managers, SICOP, Jammu/ Srinagar
 3. All Divisional Managers/ Project Engineers, Jammu/ Srinagar/ PM, IIDK
 4. All Estate Managers, Jammu/ Srinagar.
 5. Manager Testing Centre, Jammu/ Srinagar.
 6. All Distt. Managers, Jammu/Srinagar
 7. Order File
- } for compliance