

F.NO.9/11/2015/WPC/AEBAS/ 97-139  
भारत सरकार/Government of India  
केन्द्रीय जल आयोग/Central Water Commission  
कार्य योजना सले /Work Plan Cell

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Room No. 304 (S), Sewa Bhawan,  
R. K. Puram, New Delhi.  
Date:- 19.01.2018

Circular

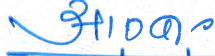
Sub: - Standard Operating Procedure (SOP) for Monitoring of Attendance through AEBAS.

It has been decided to implement revised Standard Operating Procedure (SOP) for monitoring of attendance of employees through AEBAS, in CWC (HQ). The SOP comes into effect from 01.01.2018.

The revised SOP is as follows-

1. Work Plan Cell will check attendance of the employees in CWC (HQ) on monthly basis.
2. Details of leave, tour etc, of an employee need not be sent to WPC by the nodal officers / Branch officers.
3. Shortfall in attendance due to leave, tour, late, early going, non marking etc, of employee, if any, for a particular month, will be intimated by WPC to the employee's controlling officer by the last working day of next month i.e. for example for the month of January, the status would be sent by 28<sup>th</sup> February.
4. Necessary action will be taken by the Controlling officer to further send the shortfall details to the concerned establishment section to deduct leave, take disciplinary action for habitual late / early leaving etc as deemed fit. The entire responsibility of maintenance of punctuality, discipline, etc henceforth will lie with the controlling officer of the employees.
5. Attendance of senior officers (at the level of Chief Engineers and above) will not be monitored by WPC as they are self regulated and holding higher responsibility. However, they will continue to mark their attendance through AEBAS.
6. NOC from WPC is not required henceforth, for any employee during his/her transfer, retirement etc.

This issues with the approval of Competent Authority.

  
19/01/2018  
(Ashis Banerjee)  
Secretary, CWC

To,  
All the employees of CWC (HQ)  
(Through CWC website)  
Copy to:-

- 1) PPS to Chairman, CWC
- 2) PPS to Member (WP&P/D&R/RM), CWC.
- 3) All the Chief Engineers of CWC (HQ)/ JS (IN-Situ)/ Advisor (ISO).
- 4) Director TC/ Trg / Admn / Estt.I /Estt.II /PCP/ Fin, CWC.
- 5) Director (Coordination)-D&R/WP&P/RM, CWC.
- 6) Accounts Officer, CWC.
- 7) Deputy Director, Library, CWC.
- 8) Under Secretaries, Admn, MOWR, RD &GR.
- 9) All Under Secretaries, CWC.
- 10) General Manager (Canteen), CWC.
- 11) Notice Board, CWC.
- 12) Deputy Director, SMD for uploading on CWC website.