

National Bal Bhavan  
Kotla Road, New Delhi- 110002

F. No. NBB/Office Order/2023/473.

Dated: 28.06.2024

**OFFICE ORDER**

**Sub: Mandatory Marking of Bio-Metric attendance by the employees of the National Bal Bhavan**

Despite clear instructions issued from time to time for observing punctuality, several employees of National Bal Bhavan are not registering their attendance in Biometric Attendance System (BAS) and some of the employees have been coming late on regular basis. Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training vide OM No. 11013/13/2023-Pers. Policy-A.III dated 15.06.2024 had reiterated the instructions for implementation of Aadhar Enable Biometric Attendance System for attendance of all Government employees of various Ministries/Departments/Organizations.

To strict implementation of Biometric Attendance System in National Bal Bhavan, the attendance and punctuality of the staff henceforth shall be monitored by downloading the same from the portal and action shall be taken against the defaulter as per instructions contained in DoPT OM No. 28034/8/75-Estt(A) dated 04.07.1975; DoPT OM No. 28034/10/75-Estt(A) dated 27.08.1975 and DoPT OM No. 28034/3/82-Estt(A) dated 05.03.1982, by debiting half-a-day's Casual Leave for each day of late attendance, but late attendance upto an hour, but 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 initiated against Government servants coming to office habitually late as it amounts to 'misconduct' under the CCS (Conduct) Rules, 1964. Early leaving is also to be treated in the same manner as late coming. In exceptional circumstances, late coming by an half an hour can be compensated by late leaving by an half an hour. The data relating to punctuality and attendance of an employee should also be taken into account, while considering him/her for important assignments, trainings, deputations and transfers/postings.

This issues with the approval of the Director, NBB.

(Mukesh Gupta)  
Deputy Director (Admn.)

Copy to:

- (i) PA to Director, NBB
- (ii) PA to Deputy Director, NBB
- (iii) AD (Science), NBB
- (iv) All Sections of NBB – to circulate amongst the staff working under them
- (v) Notice Board, NBB
- (vi) Website of NBB