

VOC Port Trust
Finance Department
CSC Section

No.FIN-OFFCR-MIS-SUBMI-VI-17/D. 888

Dt. 03/07/17

CIRCULAR No.3/2017-18

Sub: Regularisation of absence period in respect of employees and retired employees based on Aadhar based Bio metric report – Regarding.

It is observed from the Aadhar based and Bio-metric attendance report in respect of the working employees and retired employees engaged on contract basis. It is found that some of the employee come late or leave the office prior to the closing time and hence their attendance for the particular day has been shown as absent. For such unauthorized absence of the employee from work spot without approval of the DCAO, the proportionate salary will be deducted for that particular day and time of the respective employee.

- i. Hence, all the working employees and retired employees engaged on contract basis are hereby informed that salary shall be automatically regulated as per the recordings in Bio-metric, unless written approval has been sanctioned by DCAO on the same day in which leave/late attendance has been recorded for any reason whatsoever.
- ii. It is informed that every month for each working employee/retired employee an abstract (as shown in Annexure-I) of Aadhar based and Bio-metric attendance report to be submitted to FA&CAO for regularizing the attendance either for leave/late coming/early leaving which will be based on the daily certificate approved by DCAO.
- iii. Also OTA shall be regulated automatically calculated by ERP based Aadhar bio-metric attendance only for employee.



FA & CAO

To,
All the Accounts Officer GR.II
EDP for necessary action please

Copy to
Sr. DCAO
DCAO
PA TO CPT
PA TO Dy.CPT