



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)  
**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No. CWC/VII-19/Admn./17580

Dated 23<sup>rd</sup> January, 2020

**CIRCULAR**

In supersession of all instructions issued in past on punctuality in attendance following guidelines are issued for strict compliance by all officials:

1. Office timings at Corporate office as well as Regional offices are mentioned below :-
  - i. The office timings at Corporate Office shall be 9.30 A.M. to 6.00 P.M. with half an hour lunch break from 1.30 P.M. to 2.00 P.M. Saturday and Sunday will be closed holidays.
  - ii. The office timings at Regional Office shall be 10.00 A.M. to 5.00 P.M. with half an hour lunch break from 01.00 P.M. to 01.30 P.M. Every second Saturday would be closed holidays in addition to Sundays.
2. Flexi timing policy is introduced in the Corporation for the convenience of employees. Under this policy, total working hours in a day would remain the same. Accordingly, an employee can arrive at office between 9:00 AM-10:00 AM and leave between 05:30 PM - 06:30 PM. For example an employee checking in at 09:00 AM and can check out at 05:30PM.

In case of Regional Offices/Warehouses, 30 minutes late/early attendance from the office timing is permitted. However this will be compensated on the same day by attending the office beyond prescribed office hours in the evening or early leaving for the corresponding time period as the case may be. E.g. if an employee is posted at Regional Office, can arrive at office between 9:30 AM-10:30 AM and leave between 04:30 PM - 05:30 PM

3. All employees are to mark their attendance on **BIO-METRIC MACHINE** except MD, Directors and CVO. All employees have to accordingly register themselves for bio-metric attendance by 27<sup>th</sup> Jan 2020. No attendance shall be marked in the register, as being done hitherto. In case if an employee join the Corporate Office/Regional Office on deputation/direct recruitment, the attendance shall be marked in the register to be maintained by the Personnel Division/with the Regional Manager till the time necessary requirement for marking attendance on Bio-metric and creation of CPF code, is completed.

Also, if an official joins at the CO/RO on transfer, the attendance will be marked on HRMS web application till the bio-metric is installed and commissioned at ROs/Warehouses.

4. The absence can be regularized in three possible ways by the officials:-

- a) By applying leave and getting it approved through HRMS
  - b) By applying OD(Other duty) and getting it approved through HRMS
  - c) By applying tour request and getting it approved.
5. If official is absent from the office for more than 4 hours, there will be a deduction of whole day salary. However if official is absent for less than or equal to 4 hours, there will be a deduction of half day salary.
  6. Salary is to be processed on the basis of the data of attendance captured from 16<sup>th</sup> of the preceding month till 15<sup>th</sup> day of current month and the same is considered as attendance cycle for calculation of absence from duty. Further, if there is any deduction in the salary for pending approval of "Other duty" leave, non-regularization of attendance by applying leave /tour and getting it approved etc., the deducted amount shall be paid in next month along with the salary on approval/regularization of the attendance for the corresponding time period.
  7. As per current system design, an official can apply for 60 days back dated leave. However, employee has to regularize leave within 15<sup>th</sup> of the current month if leave/OD/tour period falls in the range of 1<sup>st</sup> - 15<sup>th</sup> of the current month (5 days have been given for getting the leaves approved from all stage of approvals depending on the leave type selected).In addition to this, employee has to regularize leave within 15<sup>th</sup> of the next month if leave/OD/tour period falls in the range of 16<sup>th</sup> and end date of that particular month (it may be 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> ). On the basis of attendance data captured, there will be a deduction of salary as per the illustrations annexed at **Annexure-I**.
  8. Leave/OD/Tour in HRMS should be approved within 3 days by all the officials involved in the approval flow. It is the responsibility of the individuals to get the leave approved well in advance to avoid any inconvenience at a later stage. However, if request is lying pending for approval at any stage of approval for more than 3 days, the concerned approver will be alerted through email/sms for approving the leaves.
  9. The date on which official arrives at HQ/place of posting after completing the tour ,attendance for late coming(if any) for that day will be regularized by applying Other duty by the individual concerned.
  10. Employees who fall under the category of late coming/early going, an email/sms will be sent to approver for information as well as to official with the instructions to regularize the same.
  11. Employees can access record of their daily attendance through Daily Attendance module of HRMS portal.

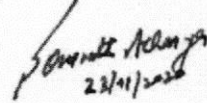
12. Duty slip "Other duty" for the officials shall be approved by the following:

S.No.	Competent Authority
(a)	Director - for the HoD working under him
(b)	HoD - For the officials working under him at Corporate Office
(c)	Regional Manager - For the officials working at Regional Office, Warehouse Manager/Incharge(PCS Cell) and the Engineers working under Regional Office
(d)	Warehouse Manager/PCS Cell Incharge - For the officials working under him

Note: Facility of Duty Slip on "Other duty" will be available in the attendance module; accordingly necessary mapping is to be done for approval in the existing leave module.

13. Tour/leave and attendance modules are to be integrated to ensure seamless data fetching for automated payroll generation.
14. Deductions/recoveries from salary on account of late/early attendance shall be reflected in the Pay Slip.
15. All the HODs should be able to generate late/early attendance reports of all employees from the system.
16. **For any query related to Attendance module, officials can contact Shri. Dharmendra Asthana, Project Manager, MIS Division on 701181274(10:00 am to 05:00 pm).**

These guidelines would be implemented in CO, Delhi from 1<sup>st</sup> Feb 2020 i.e the date of next salary cycle on pilot basis. Subsequently, all ROs will be covered, followed by every warehouse in due course of time.

  
(Somnath Acharya)  
General Manager (Pers)

**Distribution:**

1. All HoDs, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices - with the request to circulate the contents to all field units also.
3. Notice Board
4. GGM(System) -for uploading the circular on CWC Website.

**Copy for information to:**

1. PS to Chairman/Sr. PA to MD/PS to Dir(P)/SAM to Dir(fin)/PS to Dir(MCP)/PA to CVO

**Annexure-I**

**Illustration 1:-**

Sl No.	Period of absence	Date of leave/OD/TOur applied	Date of leave/OD/TOur approved	Pay cycle	Attendance Cycle	Remarks
1	01.02.2020	Nil	Nil	21 <sup>st</sup> Jan 2020 - 20 <sup>th</sup> Feb 2020	16 <sup>th</sup> Jan 2020- 15 <sup>th</sup> Feb 2020	Salary deducted for 01.02. 2020
2	NA	25.02.2020	On or before 15.03.2020	21 <sup>st</sup> Feb 2020 - 20 <sup>th</sup> Mar 2020	16 <sup>th</sup> Jan 2020- 15 <sup>th</sup> Feb 2020	Salary refunded

**Illustration 2 :-**

Sl No.	Date of absence	Date of leave/OD/TOur applied	Date of leave/OD/TOur approved	Pay cycle	Attendance Cycle	Remarks
1	01.02. 2020	Nil	Nil	21 <sup>st</sup> Jan 2020 -20 <sup>th</sup> Feb 2020	16 <sup>th</sup> Jan 2020- 15 <sup>th</sup> Feb 2020	Salary deducted for 01.02.2020
2	Nil	25.02.2020	Nil	21 <sup>st</sup> Feb 2020 -20 <sup>th</sup> Mar 2020	16 <sup>th</sup> Jan 2020- 15 <sup>th</sup> Feb 2020	NA
3	Nil	Nil	On or before 01.04.2020	21 <sup>st</sup> Mar 2020 -20 <sup>th</sup> Apr 2020	16 <sup>th</sup> Jan 2020- 15 <sup>th</sup> Feb 2020	Salary refunded as leave period is regularized within 60 days of absence

**Illustration 3:-**

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	01.02. 2020	Nil	Nil	21 <sup>st</sup> Jan 2020 - 20 <sup>th</sup> Feb 2020	16 <sup>th</sup> Jan 2020- 15 <sup>th</sup> Feb 2020	Salary deducted for 01.02.2020
2	Nil	25.02.2020	Nil	21 <sup>st</sup> Feb 2020 - 20 <sup>th</sup> Mar 2020	16 <sup>th</sup> Jan 2020- 15 <sup>th</sup> Feb 2020	NA
3	Nil	Nil	Nil	21 <sup>st</sup> Mar 2020 - 20 <sup>th</sup> Apr 2020	16 <sup>th</sup> Jan 2020- 15 <sup>th</sup> Feb 2020	Salary can't be refunded as leave period is not regularized within 60 days

**Illustration 4 :-**

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	20.02. 2020	Nil	Nil	21 <sup>st</sup> Jan 2020 -20 <sup>th</sup> Feb 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	Salary deducted for 20.02.2020
2	Nil	Nil	Nil	21 <sup>st</sup> Feb 2020 -20 <sup>th</sup> Mar 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	NA
3	Nil	25.03.2020	On or before 19.04.2020	21 <sup>st</sup> Mar 2020 -20 <sup>th</sup> Apr 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	Salary refunded as leave period is regularized within 60 days of absence

**Illustration 5 :-**

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	20.02.2020	Nil	Nil	21 <sup>st</sup> Jan 2020 - 20 <sup>th</sup> Feb 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	Salary deducted for 20.02.2020
2	Nil	Nil	Nil	21 <sup>st</sup> Feb 2020 - 20 <sup>th</sup> Mar 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	NA
3	Nil	25.03.2020	Not approved till 19.04.2020	21 <sup>st</sup> Mar 2020 - 20 <sup>th</sup> Apr 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	Salary can't be refunded as leave period is not regularized within 60 days

**Illustration 6:-**

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	17.02.2020	Nil	Nil	21 <sup>st</sup> Jan 2020 - 20 <sup>th</sup> Feb 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	Salary deducted for 17.02.2020
2	Nil	Nil	Nil	21 <sup>st</sup> Feb 2020 - 20 <sup>th</sup> Mar 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	NA
3	Nil	12.04.2020	Not approved till 17.04.2020	21 <sup>st</sup> Mar 2020 - 20 <sup>th</sup> Apr 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	Salary can't be refunded as leave period is not regularized within 60 days

**Illustration 7 :-**

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	22.02.2020	Nil	Nil	21 <sup>st</sup> Feb 2020 - 20 <sup>th</sup> Mar 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	Salary deducted for 22.02.2020
2	Nil	Nil	Nil	21 <sup>st</sup> Mar 2020 -20 <sup>th</sup> Apr 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	NA
3	Nil	15.04.2020	21.04.2020	21 <sup>st</sup> Apr 2020 - 20 <sup>th</sup> May 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	Salary can't be refunded as approval for leave /OD/tour is given in the current pay cycle.

**Illustration 8 :-**

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	29.02.2020	Nil	Nil	21 <sup>st</sup> Feb 2020 - 20 <sup>th</sup> Mar 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	Salary deducted for 29.02.2020
2	Nil	Nil	Nil	21 <sup>st</sup> Mar 2020 -20 <sup>th</sup> Apr 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	NA
3	Nil	24.04.2020	On or before 29.04.2020	21 <sup>st</sup> Apr 2020 - 20 <sup>th</sup> May 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	Salary refunded as leave period is regularized within 60 days of absence.

**Illustration 9 :-**

Sl No.	Date of absence	Date of leave/OD/Tour applied	Date of leave/OD/Tour approved	Pay cycle	Attendance Cycle	Remarks
1	29.02. 2020	Nil	Nil	21 <sup>st</sup> Feb 2020 - 20 <sup>th</sup> Mar 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	Salary deducted for 29.02.2020
2	Nil	Nil	Nil	21 <sup>st</sup> Mar 2020 - 20 <sup>th</sup> Apr 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	NA
3	Nil	24.04.2020	After 29.04.2020	21 <sup>st</sup> Apr 2020 - 20 <sup>th</sup> May 2020	16 <sup>th</sup> Feb 2020- 15 <sup>th</sup> Mar 2020	Salary can't be refunded as leave period is not regularized within 60 days