

Director (Personnel) Office

Sub: Punctuality/attendance marking

CWC Management has been liberal in attendance/punctuality matters, during the Covid-19 pandemic period. More than four months have passed since the start of lockdown on 25th March'2020. Now, we all have embraced new normal situation, particularly, being part of the essential services. We are working with full force.

Marking attendance is one of the important disciplines of any organization. Therefore, it must be enforced by all concerned. And as part of e-governance initiative, biometric attendance system, supported by Mobile-app and facial recognition, have been introduced. It automatically keeps various records of attendance and being used for salary payments, leaves management, etc. Perusal of system generated reports reveals that some officials are still making lame excuses for non-marking of attendance. Their remarks, while seeking the approval through HRMS, are not matching with the system generated report. This, otherwise reflect, willful passing of the wrong information to controlling officers. This also reflects about the conduct of such officials, who are putting wrong remarks, for the purpose of regularization of attendance. It has also been observed that some officials repeatedly approaching for regularization of their attendance. Do note that, these are matter of record and it can be reflected, while assessing the official's Annual Report also .

All are hereby directed to be punctual. Seeking post facto approval / regularization of late arrival or absence from office, particularly by giving wrong remarks, shall invite disciplinary action under CWC (Staff) Regulations, 1986.



(R.K.Sinha)
Director (Personnel)
17.08.2020

All HoDs, CWC, CO, New Delhi.


GGM (System) and GM (Pers.) – are directed to submit system generated fortnightly (1st /15th of month) absentee report including those regularized on post facto basis.

Copy for information to:

- 1) Director (Fin.), CWC, CO, New Delhi.
- 2) SPA to MD, CWC, CO, New Delhi.
- 3) CVO, CWC, CO, New

All RMs / HODs

Take necessary action
with respect to above
for your region. Enforce
punctuality.


17.08.2020 /MD/
CWC .