



F.No. MANUU/ER.I(B)/F.110/2019-20/  
Dated: 7th August, 2019

### OFFICE ORDER

Sub: Introduction of Biometric attendance system for Non-Teaching Staff  
- Detailed modalities - Issued.

Ref: Office Order No. MANUU/ER.I(B)/F.110/2019-20 dated 4th July, 2019

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The University has issued orders regarding introduction of Biometric attendance system for all non-teaching staff of MANUU vide letter under reference w.e.f. 15.7.2019 (Copy enclosed).

2. The broad modalities to be followed in implementing the Biometric Attendance System for the Non-Teaching staff (regular and contractual) in the University shall be as under:-

**(i) Nodal Offices for Attendance:**

- (a) *Hyderabad Main Campus:-* The ER - II Section shall be the Nodal Office for implementing the Biometric Attendance System (BAS) in the Hyderabad Main Campus, for non-teaching regular and contractual staff except SRC, Hyderabad (Old City) and Model School, Falaknuma, Hyderabad (Old City).
- (b) *Satellite Campuses (Off-campus) and other Offices:-* The Office of the concerned Principal/Regional Director/In-charge shall be the nodal officer for implementing the BAS for non-teaching regular and contractual employees in all Satellite Campuses, College of Teacher Education, Polytechnics, ITI/ Model Schools / Regional Centres/ Sub Regional Centres.

**(ii) Marking of Attendance, Office Timings and Working Hours**

- (a) All non-teaching regular and contractual employees will be required to mark their arrival and departure time in the BAS machine without any exception. Their presence in the office will be considered only after marking attendance on BAS System unless they are exempted due to medical grounds or disability in writing by the Registrar.
- (b) The office timings in respect of Non-Teaching Employees of MANUU are 09:00 AM to 05:30 PM. The office timings indicated above are to be scrupulously observed by each official.
- (c) In the morning hours, late coming of up to 30 minutes is permissible keeping in view the transport problem or any other unforeseen eventuality subject to the condition that the duration of late coming is duly compensated by working late in the evening to the extent of such late arrival by the employee concerned.
- (d) Similarly, early departure up to 30 minutes is permissible with the prior permission from the immediate reporting officer subject to the condition that the duration of early departure is compensated by working late in the evening to the extent of such early departure on the same day or the next working day.

- (e) Where an official is required to go for an official meeting to another office directly from home or proceed in the late afternoon from where he/she is not likely to return to the office, permission to this effect should be obtained in advance as per procedure. The concerned HOD/Reporting officer concerned will be required to submit details of such dates along with the monthly attendance summary.
- (f) In exceptional cases like consultation with doctors in the Health Centres/ Dispensaries/Hospitals or attending social obligations, etc., late coming in the morning/ early departure in the afternoon up to two hours (maximum) will be allowed subject to the condition that prior intimation/approval of the immediate superior officer has been obtained and the duration of late coming/early departure is compensated by devoting such extra hours of work to such an extent on the same day or next working day to maintain the required duty hours in a day.
- (g) Arrival in the office after 09:30 a.m. or departure from office before 05:00 p.m. without valid reasons or without the due permission from the Head/Reporting Officer concerned will be reckoned as half day Casual Leave subject to other leave rules. Deduction of casual leave due to late coming or early going by an official will be done to the extent the Casual Leave available in the employee's account. If all casual leaves of the official are exhausted, one day Earned Leave or any admissible regular leave per such late reporting/early departure shall be deducted against the leave account of the official concerned. If no regular leave is available in the employee's account, the day will be treated as Extra Ordinary Leave (without Medical Certificate).
- (h) Employees availing half-day Causal Leave in the forenoon will be required to make arrival entry in the BAS by 02:00 PM and the official availing half-day Casual Leave in the afternoon is required to make departure entry in the BAS not before 01:00 PM.
- (i) Employees who are required to perform shift duties will be guided by the timings of their duty assigned. Head of the Department concerned, responsible for assigning the shift duties, should send the details of every such assignment at least 2-working days in advance along with duty rosters to the ER-II section to make necessary entries in the BAS system. The duration of such shifts should be at least 8 hours of working in a day.

**(iii) Attendance Report Distribution Verification and Submission**

- (a) Keeping in view of the requirements by Finance Branch (Salary Section), the Nodal Office (BAS) of Main Campus at Hyderabad shall ensure that an electronic copy of the monthly statement generated from BAS System, showing attendance records of each official working in various offices of the university is sent to the respective heads of departments/section on the following working day after 20<sup>th</sup> of every month.
- (b) The Head of the department/sections/Units/offices concerned located at Hyderabad Main Campus shall be responsible for certifying the Attendance Report of the employees working under them. For every unmarked entry in the Attendance Report, the Head concerned are requested to indicate the nature of leave i.e. CL, RH, EL/HPL/Commutated Leave/Paternity leave/Maternity leave/Child Care leave/Special Casual leave/Training/approved official tour/duty leave etc. availed by the employee or put additional remarks giving additional information, if required.
- (c) Similarly, the Nodal Officer of the Satellite Campuses (*Off-campus*) and other Offices as per para 2(i)(b) above, shall generate the monthly Attendance Statement from BAS System and

certify the same in respect of the employees working under them and shall ensure for sending it to the Finance Branch as per the existing practice with an endorsement to the AR (ER.II Section) on the following working day after 20<sup>th</sup> of every month.

(d) An employee who has been called for duty in a closed holiday or GH, he/she is entitled to Compensatory Causal Leave (CCL) for such duties and the same is to be reflected like any regular leave in the Attendance Report/BAS. Such CCL should be availed within one month from the date of attending such duty.

3. It is reiterated that hence forth the salary for the regular/contractual/daily rated/part-time employees shall be released based the monthly attendance report generated through BAS and received by the Finance Division as per para-5 of the original Office Order dated 4.7.2019.

4. Further, it is also notified that the existing practice of marking Manual Attendance Register in the respective office shall continue till further orders.

5. All BAS related correspondence and attendance details are required to be sent to:

<i>Name of the section</i>	<i>Email ID</i>
ER.II Section	<b>timeoffice.er2@manuu.edu.in</b>
Finance Branch (Salary Section)	<b>financebas@manuu.edu.in</b>

6. Separate modalities shall be issued for teaching staff.

**REGISTRAR**

**Copy to:**

1. All Deans of Schools/ Heads of Departments/ Directors of Centres / Director, DDE/ Regional Directors/ Assistant Regional Directors/ Principals of CTEs / Polytechnics/ ITIs/ Model Schools/ Incharges of Lucknow and Budgam Campuses.
2. Assistant Registrar (ER.II)
3. Sectional Heads/JRs/DRs/ARs/ Incharge Health Centres/ Provosts of Boys & Girls Hostels / Proctor/ Incharge Security /PRO / IAO /Director, DoA, /Director, IQAC / DSW etc
4. Office of the Vice Chancellor/ Pro-Vice Chancellor / Registrar/ Finance Officer / Controller of Examinations / Librarian / Proctor
5. Director, CIT for uploading the University website
6. PRO / Hindi Officer – for translation in Urdu/Hindi