

**भा.मा.ब्यूरो मुख्या./प्रशा./परिपत्र (49)/2023**  
**BIS HQ/ADMN/Circular (49)/2023**

**दिनांक: 23 नवम्बर 2023**  
**Date: 23 November 2023**

**भारतीय मानक ब्यूरो/Bureau of Indian Standards**  
**(प्रशासन विभाग/Administration Department)**

**परिपत्र/Circular**

**Subject: Instructions for maintaining the punctuality and discipline during the Office Hours by Contractual staff engaged through outsourced agencies-reg.**

Punctuality is a wonderful quality of a person which is admired and respected. Observance of Punctuality at the workplace is more important because it is here that one gets paid for the hours he/she worked/puts in.

2. In this connection, despite issuance of instructions from time to time with regard to the need to observance of punctuality, it is observed that some of the contractual staff do not observe punctuality. This has been taken note of and viewed seriously by the Competent Authority.

3. In this context, attention is invited to all contractual staff to maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of staff and disciplinary action may be taken against contractual staff. It is also added that punctuality in attendance is to be observed by contractual staff at all level.

4. To ensure punctuality, the following instructions are reiterated for strict compliance during the Office Hour by all contractual manpower/staff who joined in BIS through their outsourced agencies engaged by GSD/ITSD/ PMWD/PRD etc.:

- i. All contractual staff is expected to be in his or her seat and to start work by 09:00 a.m. Unless he/she has previously obtained special permission for late attendance. Ten minutes grace may be allowed in respect of arrival time to cover any unforeseen contingencies. Persons reaching office during this period of grace are nevertheless late but such late coming may be condoned unless it becomes a matter of frequent occurrence.
- ii. All contractual staff should mark attendance on the Biometric Attendance System (BAS) without fail. All are expected to be in their seat by 9:00 AM unless he/she has previously obtained special permission for late attendance.
- iii. Those contractual staff who are still not registered on the Biometric Attendance System (BAS) are directed to register themselves without fail through Administration Department.
- iv. In the event of any technical glitch in the system, attendance may be marked in the Register maintained at concerned Department and technically glitch may be informed through e-mail to Administration Department for further rectification.

- v. Late coming must always be reported to be immediate controlling officer and for any lapse on this account, concerned contractual staff would personally be responsible.
  - vi. Attendance in the Biometric Attendance System would be monitored on regular basis and the cases of habitual late comers would be brought to the notice of concerned engaged agencies of GSD/PMWD/ITSD etc. through their concerned HoDs with proper recommendation for appropriate action as per the Contract with the Agency.
  - vii. The Biometric attendance report of previous month will be sent to all concerned departments/HoDs on 1<sup>st</sup> working day of every month for needful action through email.
  - viii. Biometric attendance shall be the basis for preparing the salary of contractual employees. Late coming and early going due to official duties has to be endorsed by HoD for the purpose of release of salary. Remaining cases of late coming, leaving office early, putting in less hours and absence shall be permitted only in cases of exigencies that too after approval of the HoD/Activity Head.
  - ix. All HoDs are required to send the report on the basis of biometric attendance report to GSD/PMWD/ITSD etc. for further needful action latest by 5<sup>th</sup> day of every month.
  - x. The Competent Authority has exempted the contractual manpower engaged in essential services like Drivers, Mali, Staff engaged in maintenance activities, Housekeeping, Canteen Staff etc. from Biometric attendance in view of nature of their duties, timing of their duties and working on holidays. However, they shall also observe punctuality. To maintain the record, all concerned departments may also prepare the separate list of exempted contractual staff from biometric attendance with through HoD to Administration Department.
  - xi. HoD/Activity Head to certify all the deviations from biometric attendance of each contractual manpower deployed in their department on the hard copy of the biometric attendance itself. Salary for those deviations approved by HoDs will be released in full. Unauthorized leave/habitual late attendance will be liable to action & will lead to deduction of salaries/termination of services.
  - xii. Surprise attendance check at all levels would also be undertaken.
5. This issues with the approval of DG:BIS.



(Sandeep Meena)  
Director (Administration)

Our Ref: ADMN/06/05/2023

Circulated to: All Activity Head/Heads and employees including contractual staff of ROs/BOs/Labs/NITS including HQ for kind information and compliance, please.