



क्षेत्रीय आयुर्विज्ञान संस्थान, इम्फाल, मणिपुर

REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL – 795 004.

(स्वास्थ्य और परिवार कल्याण मंत्रालय के अधीन एक स्वायत्त संस्थान, भारत सरकार)

(An Autonomous Institute under the Ministry of Health & Family Welfare, Government of India)

OFFICE ORDER

Imphal. the 6<sup>th</sup> Jan., 2024

Sub: Implementation of Biometric Attendance System at RIMS, Imphal– reg.

No. B/2907/2014-RIMS: With a view to improving efficiency in monitoring the attendance, leave records and overall working environment, Biometric Attendance System (BAS) has been introduced in Regional Institute of Medical Sciences (RIMS), Imphal.

2. The Biometric Based Attendance System (BAS) is maintained by IT Cell RIMS, Imphal. System Administrator, IT Cell is the Nodal Officer for implementing BAS. It is the duty of the official/staff without any exception to get registered him / herself for BAS and mark attendance at the arrival and departure from the office.

3. Biometric attendance is compulsory for all the officials/staff which include:

- i. All Administrative Officers and staff of all categories, medical faculty, CMOs, Doctors (of all categories), other staffs working in RIMS, Hospital :
- ii. All Technical staff working in RIMS, Imphal including Lab Technologists, OT Technicians, ECG Technicians, Driving staff etc.:
- iii. Nurses (All categories) working in RIMS Hospital;
- iv. Teaching faculty of Dental College /Nursing College;
- v. All other staff including contractual staff, daily wager and out sourced staff.

4. In case, BAS is out of order / not working, all officials will be required to mark their arrival and departure time in the attendance registers maintained in their respective Departments/Units/Sections for that day /those days. The attendance reports will be sent to Deputy Director Administration. It will be the responsibility of official to carry out this work to avoid shortfall of minimum hours of work in a week.

5. The office timings for all officials/staffs except those who are on shift duties are from 9.00 am to 4.00 pm (09:30 AM to 04:30 PM for Administrative staff) with 30 minutes of lunch break from 01.00 PM to 01.30 PM. Officials have to put a minimum of 42 hours of work in a week and for Resident Doctors ordinarily a minimum of 48 hrs/week.

6. For officials/staff who are working on shift duties like morning/ afternoon and night duties, their attendance will be calculated from their duty hours till the end of duty. They must put the required hours in a week i.e. 42 hrs for officials/staff and 48 hrs for the Resident Doctor. Compensatory offs will be counted for any extra/special/night duty. Even so, the total duration of the minimum work period should not fall short of the minimum work time.

7. The technical staffs must work for a minimum work for a minimum work time (42 hours) a week. If there is a shortfall the action will be taken in accordance with the extant rules.

8. In the morning, the time recorded between 09.00 AM and 9.15 AM (09.30 AM and 09:45 A.M. for Administrative Staff) would not be counted towards the shortfall as this is given for marking attendance in Biometric System. Thereafter, late coming up to 30 minutes may be relaxed for not more than 2 days in a week keeping in view the transport problem or any other unforeseen eventuality the same day or any other day of the same week so that at least minimum work time for the week is maintained.

9. Similarly, early departure up to 30 minutes can be relaxed for not more than 2 days in a week subject to the condition that the duration of early departure is compensated by sitting extra time on any day of the same week so that minimum work time for the week is maintained.
10. Where an official is required to go for an official work/meeting in another office directly from home or proceed in the late afternoon from where he/she is not likely to return to the office, intimation to this effect will be made in advance to the concerned reporting officer.
11. Any official availing half-day Casual Leave in the forenoon will make arrival entry in the BAS up to 01:30 PM and the official availing half-day Casual Leave in the afternoon will make departure entry in the BAS at 01:00 PM or after.
12. Arrival in the office after 9.30 am or departure from before 04.00 PM (after 10.00 a. m or before 04.30 PM for Administrative staff) will be reckoned as half-day Casual Leave (CL) till CLs are available in the account of the official subject to conditions laid down in para 8 and 9. If the CL of an official/staff is exhausted, he/she may apply for any other kind of leave applicable including E.L., etc. Otherwise, disciplinary action shall be initiated against erring officials as deemed fit under the rules.
13. Rule 3(1) (ii) of CCS (Conduct) Rules, 1964 stipulates that every Government Servant shall maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against Government servant in addition to debiting half a day's casual leave against Government Servants who are habitually late comer. Early leaving is also to be treated in the same manner as late coming. Unauthorised absence during office timing may also attract disciplinary action.
14. The Nodal Officer, BAS shall send Attendance Reports to HoDs/Unit Head/ section in charge on the department e-Mail ID on a weekly basis or on request of the concerned Dept./Unit/section for a special period. Any discrepancy in the report shall be intimated to DDA (Admn.) for re-conciliation.
15. All HODs or Officers-in-charge of a unit/section are empowered to monitor the attendance of their subordinates and debit the CL accounts of defaulting/erring officials/staff.
16. Disciplinary/ legal action shall be taken against any official found to be tampering with the attendance monitoring system and not adhering to the above instructions.

  
 (Prof. G. Sunil Kumar Sharma)  
 Director

Copy to:

1. The Medical Superintendent, RIMS Hospital, Imphal.
2. The Dean (Academic), RIMS, Imphal
3. The Principal, Dental College, RIMS, Imphal
4. All Heads of Departments/Sections/Units, RIMS, Imphal
5. The Principal, College of Nursing, RIMS, Imphal
6. The Deputy Director ( Admn.), RIMS, Imphal
7. The C.A.O./F.A., RIMS, Imphal
8. The Chief Nursing Officer i/c, RIMS, Imphal.
9. Asst. Engineer (Civil)/ (Elect.), RIMS, Imphal.
10. All Section Officers, RIMS & RIMS Hospital, Imphal
11. The Media Advisor, RIMS, Imphal
12. The System Administrator, RIMS, Imphal for uploading in the RIMS website
13. All Notice Boards
14. Concerned file.

They are requested  
 to inform the  
 subordinate staffs  
 working under  
 their control.