

INTEGRAL COACH FACTORY, CHENNAI - 600038

No.PB/LW/323/AEBAS

Office of the PCPO
Date: 15.10.2018.

CIRCULAR

Sub: Introduction of flexible timing in Bio- Metric Attendance System in case of half-a- day attendance.

Ref: This Office Circular of even No. dated 10.02.2018 & 04.04.2018.

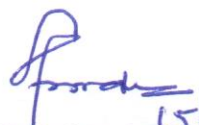
In case of an employee who records his/her "In- punch" from 09.41 hrs to 10.00 hrs on weekdays, and wants to avail half-a-day CL in the afternoon session, the attendance is regulated as under:

Sl.No	Staff	Monday to Friday	
		In Punch	Out Punch
01	Ministerial Staff, Design, MPO and other Administrative Staff	09.30 hrs to 09.40 hrs	13.00 hrs
		09.41 hrs to 10.00 hrs	13.11 hrs to 13.30 hrs
02	Process Planning, TTC and AWTI	08.30 hrs to 08.40 hrs	12.30 hrs
		08.41 hrs to 09.00 hrs	12.41 hrs to 13.00 hrs

Note:- For employees covered under Sl. No 1 if employees record "In" punch at 09.41 hrs., 09.42 hrs., 09.43 hrs. etc., they have to record "OUT" punch in the Afternoon session during week days at 13.11 hrs., 13.12 hrs., 13.13 hrs. etc.,

Similarly for employees covered under Sl. No 2 if employees record "In" punch at 08.41 hrs., 08.42 hrs., 08.43hrs. etc., they have to record "OUT" punch in the Afternoon session during week days at 12.41 hrs., 12.42 hrs., 12.43 hrs. etc.,

This has the approval of the competent authority.


SPO/Welfare 15/10/18