



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

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No.11041/283-Misc./2014

28 July 2015

CIRCULAR

Sub: Monthly Report Biometric Attendance System (BAS) : June 2015.

1. Ref. (a) DOPT OM No.11013/9/2014-Estt(A-III) dated 21.11.14.
(b) NHA Circular No. 11041/283-Misc/2014-Misc dt. 12.11.14 & 19.1.15.
2. Attendance@gov.in have intimated the list of 57 employees of NHA "working less than 4 hrs a day" for the month of June 2015. These 57 officers are requested to record their attendance with due deliberation if attending office.
3. All staff of HQ NHA registered with "Biometric Attendance System" are requested to adhere to following points deliberately whenever attending office :-
 - a) Properly register ingress/egress daily, they should try after gap of 15 minutes if system is busy, but registering attendance is mandatory daily.
 - b) Prior intimation of leave or tour details to HR-1.
 - c) Record ingress/egress their itself if going to any Government office in Delhi.

This issues with the approval of Competent Authority.

(Col.S.S.Kapur)
G.M.(HR/Admn.)

All Staff HQ NHA

(Staff concerned)