

RTI APPLICATION

Respected CPIO, Concerned All PSU's under MINISTRY,

Subject: Request for Information under the Right to Information Act, 2005 of all PSU's under your ministry

I am writing to request information under the Right to Information Act, 2005, regarding the Biometric Attendance Recording System (BARS) guidelines applicable to employees of Public Sector Undertakings (PSUs) under your ministry.

Specifically, I am seeking the following:

1. A copy of the BARS guidelines for employees pertaining to entry and exit punch times.
2. Information regarding the number of grace periods allocated to employees for **late arrivals and early exits**.
3. If BARS is implemented with flexi time attendance, a copy of the flexi time attendance policy.
4. Details on the number of flexi time minute credits granted to employees in their HRMS per month.
5. The process by which employees can utilize flexi time minutes to offset late arrivals or early departures.
6. Any limitations or restrictions on the use of flexi time minute credits by employees.
7. The number of flexi time minute credits offered per month to employees in the PSU under your ministry.
8. Information on whether an employee can utilize their entire flexi time credit balance at once, subject to approval from their Head of Department.

I would be grateful if you could provide the requested information at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,



CSL/SEC/CS/CORRESP/RTI/2024/1

September 27, 2024

Sub: Information Under Right to Information Act

Dear Sir,

1. Please refer your RTI request ref no. DSHIP/R/E/24/00178 transferred through the RTI-MIS portal to Cochin Shipyard Limited (CSL) by the Ministry of Ports, Shipping & Waterways vide ref no. CSLTD/R/T/24/00009 dated September 09, 2024. The reply to the information sought under the said request pertaining to CSL is given below:

- (i) A copy of the Biometric Attendance Recording System (BARS) guidelines for employees pertaining to entry and exit punch times.

Reply

A copy of CSL Circular Ref. No./P&A/ 6(117)/13 dated February 13, 2014 is placed at **Annexure I**.

- (ii) Information regarding the number of grace periods allocated to employees for late arrivals and early exits.

Reply

Workers are allowed five minutes grace time for late arrivals/ early exits.

- (iii) If BARS is implemented with flexi time attendance, a copy of the flexi time attendance policy.

- (iv) Details on the number of flexi time minute credits granted to employees in their HRMS per month.

- (v) The process by which employees can utilize flexi time minutes to offset late arrivals or early departures.

- (vi) Any limitations or restrictions on the use of flexi time minute credits by employees.

- (vii) The number of flexi time minute credits offered per month to employees in the PSU under the ministry.

- (viii) Information on whether an employee can utilize their entire flexi time credit balance at once, subject to approval from their Head of Department.

Reply (iii) to (viii)

Flexi-time attendance is not currently applicable at CSL.



पंजीकृत कार्यालय : प्रशासनिक भवन, पी.ओ.बैग सं 1653, पेरुमानूर पी. ओ., कोच्ची - 682 015
Registered Office : Administrative Building, P.O. Bag No. 1653, Perumanoor P.O., Kochi - 682 015
फोन / Phone : +91(484) 2361181 / 2501200 फाक्स / Fax : +91 (484) 2370897 / 2383902
वेबसाइट / Website : www.cochinshipyard.com, सीआईएन / CIN: L63032KL1972GOI002414



2. If you are not satisfied with the above reply, you may prefer an appeal within 30 days from the date of receipt of this letter to Shri Bejoy Bhasker, Director (Technical) & Appellate Authority, Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Kochi – 682 015.

Thanking You,



Yours faithfully,

Syamkamal N

Company Secretary & CPIO

कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED**कोची / KOCHI - 15****(कार्मिक एवं प्रशासन विभाग / P&A DEPARTMENT)****(प्रशासन अनुभाग / Administration Section)**

सं/No. का.व प्र./P&A/6(117)/13

तिथि/Date: 13.02.2014

प्रवेश-निर्गम रिकॉर्डिंग सिस्टम में परिवर्तन**CHANGE IN THE ENTRY-EXIT RECORDING SYSTEM**

1. शिपयार्ड के सभी स्थायी कर्मचारी/प्रशिक्षार्थी/ठेके कर्मचारी दि. 17 फरवरी, 2014 (सोमवार) से संबंधित उपस्थिति रिकॉर्डिंग केन्द्रों में स्थापित अलग फिंगरप्रिन्ट रीडरों पर प्रवेश/निर्गम रिकॉर्ड करना अपेक्षित है।

Commencing from **17 Feb 2014 (Monday)**, all permanent employees/trainees/ on-contract employees of Shipyard are required to record Entry/Exit on separate Fingerprint Readers installed at the respective attendance recording stations.

2. रीडरों के पास पहचान के लिए "प्रवेश" और "निर्गम" जैसे सूचक प्रदर्शित किए हैं। Indicators like "IN" and "OUT" are displayed near the readers for identification.
3. सभी कर्मचारियों से अनुरोध किया जाता है कि वे ड्यूटी के लिए प्रवेश करते समय केवल "प्रवेश" रीडर में रिकॉर्ड करें। उसी प्रकार, ड्यूटी की समाप्ति में, "निर्गम" रीडर में रिकॉर्ड करें।

All employees are requested to record entry in the "IN" reader only, when they enter for duty. Similarly, they would record exit at the "OUT" reader at the end of duty.

4. उपर्युक्त अनुदेशों का पालन करने में असफल होना या प्रवेश-निर्गम रिकॉर्ड में अनुपस्थिति, सिस्टम में स्वतः अनुपस्थिति और छुट्टी/वेतन की कटौती के लिए कारण बन सकता है।

Failure to adhere to the above instructions or absence of entry-exit record may lead to automatic status as absence in the system and deduction of leave/pay.

एक डी वी

महा प्रबंधक (औद्योगिक संबंध एवं प्रशासन)

GM (IR & Admn)

सेवा में/ To

All Employees by notice board/intranet

