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NOTE

No.Misc./Dy.CME (P)/Attendance/JUDW

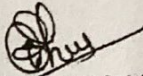
Date:07.03.2020

Sub:- Biometric attendance from 09.03.2020 to 31.03.2020.

Presently country is facing threat of Corona virus (COVID-19) as some cases have been reported. To stop the spread of virus, Railway Board has decided to stop marking of Biometric attendance till 31.03.2020 on precautionary basis.

Hence it is decided that biometric attendance will be stopped from 09.03.2020 to 31.03.2020. All employees will mark their attendance at their respective time booths. Employees will mark four time attendance. All SSEs and "ministerial staff at office" will sign two times in a day. All SSE/Incharges will ensure that their JEs should be present at time office booth for ensuring attendance. Physical attendance will be send by all SSE/Incharges to concerned time office two times in a day i.e. 1st & 2nd half.

This has the approval of competent authority.


Dy.CME (P)/JUDW

Copy to
CWM: for kind information please.
All officers, COS\Time Office,
All SSE/Incharges,
Both union offices