

PROCEEDINGS OF GOVERNMENT OF KARNATAKA

Sub: Implementation of 'Flexi-Timings in Secretariat' for Under Secretaries and above level officers – reg.

Read:

1. Proceedings of the Secretaries' meeting held under the chairmanship of Chief Secretary on 9-10-2002.
2. Proceedings of the Secretaries' meeting held under the Chairmanship of Chief Secretary on 17-2-2003.

Preamble:

As per the decision taken in the meeting held on 9-10-2002 read at sl.no.1 above, a Committee was constituted under the Chairmanship of the then ACS & Principal Secretary, Commerce & Industries Department, to work out a scheme of Flexi-Time for implementing in the Secretariat. The Committee has submitted its recommendations and also suggested to introduce the scheme to begin with, on experimental basis for the level of Under Secretary and above level officers in the Secretariat.

In the meeting held on 17-2-2003 read at sl.no. 2 above, it was decided that the scheme should be discussed with the Secretariat Employees Association. The implementation of the scheme was discussed on two occasions with the office bearers of Secretariat Employees' Association.

It has been decided to implement the scheme of 'Flexi Time' with effect from 1-1-2004 applicable to Under Secretaries and above level officers in Secretariat. Hence, the following Order:

GOVERNMENT ORDER NO. DPAR 92 EASU 2003
BANGALORE, DATED 29TH DECEMBER 2003

The Government is pleased to order the implementation of scheme of Flexi-Time from 1-1-2004 applicable to all the Under secretaries and above level officers in the Karnataka Government secretariat.

The guidelines of the scheme, the implementation details, the roles and responsibilities of AMS Officers under Flexi-Time Scheme is enclosed to this Government Order as Annexures 1,2 and 3 along with the prescribed formats to be maintained.

By the order and in the name of the Governor of Karnataka,
Under Secretary to Government, DPAR (Training).

ANNEXURE -1

GOVERNMENT ORDER NUMBER : DPAR 92 EASU 2003 DATED 29/12 /2003
SCHEME OF FLEXI-TIMINGS IN SECRETARIAT

- I. The total daily working hours would continue to remain seven and half hours per day including forty-five minute lunch break between 1.30 p.m. and 2.15 p.m. A new concept of ``total working hours for a month`` would be introduced. The total working hours for a month will be calculated on the basis of number of working days in a calendar month, multiplied by the daily working hours.
- II. For purpose of accounting, of presence of an official at his working desk, the office hours will be from 9.a.m. to 7.00 p.m. on all working days. The Secretariat watch and ward staff would be instructed to keep the offices open for this period on every working day, and cleaning would be completed before 9.00 A.M.
- III. A new concept of ``core hours`` would also be introduced. The period from 11.00 a.m. to 5.00 p.m. will be treated as CORE HOURS, and all the employees who are not on leave/tour etc. shall have to be present at work during these CORE HOURS.

- IV. Any absence during the CORE HOURS for personal work due to late coming or early leaving shall be construed as absence for double the actual period of absence.
- V. Employees leaving their desk for personal work or office for official work during CORE HOURS shall make necessary entries in movement register clearly indicating the time of leaving expected time of return and actual time of return.
- VI. Under the Flexi-Hours Scheme, shorter hours, if any, put in at work on a day by an individual would have to be compensated by longer hours, put in at work by him on some other working day or days within the same calendar month. The total number of hours put in at work by each employee will be calculated at the end of each month, and the shortfall, if any, from the ``total working hours for the month`` would be adjusted against leave of any kind that may be due to the employee. While adjusting the shortfall for a month calculated in hours and minutes into CL/EL/HPL calculated in days, a shortfall of less than two hours would be ignored. There after, a shortfall of two hours and more but less than six hours will be treated as half a day's leave; and more than six hours and less than eight hours will be treated as a day's leave.
- VII. The monitoring and management of Attendance Monitoring System (AMS) for each Department shall be the responsibility of the concerned Secretary. The Secretary shall designate an officer not below the rank of Deputy Secretary to authorize and make appropriate entries in AMS. Individuals who fail to flash their card for any reason what so ever, shall make a written request to him (designated officer) through proper channel for registering their attendance through a suitable entry on Attendance Monitoring System. Such request will also have to be made for regularizing their attendance in case they had attended some other official work out side the Secretariat. All applications for leave duly sanctioned will also be delivered to the designated officer for making necessary entries.
- VIII. It will be the responsibility of the concerned Secretary to ensure that all data regarding regularization of attendance and sanction of leave is entered into the system positively by 5th of the succeeding month.
- IX. On 6th day of the next month following, MIS reports will be available on AMS:-
- Monthwise/Departmentwise list of employees who have short worked and the leave required to be sanctioned to them;
 - The unauthorized absence statements being the list of days on which an official was neither present nor had applied for leave;
- X. The Secretary to Government of the concerned department would be responsible for suitable debit of leave account for reported short fall in working hours and for regularizing unauthorized absence. In case there is no leave of any kind to the

credit of the individual, he shall be sanctioned leave without allowances which may or may not be accompanied by any other disciplinary action.

XI. It is also clarified that wherever CL is not available for debit, EL/HPL account of the employee will be debited. In case only half day EL is to be deducted, the same will be adjusted when there are two half day's leave deductible from the employee's account.

XII. In case an employee has to be absent either before the start of office hours or late in the evening after office hours on official work, he would submit the OD slip duly signed by concerned Deputy Secretary or higher officer on the basis of which his attendance will be regulated. However, any stay in office before 9.00 A.M. or after 7.00 P.M. for whatever purpose would not be accounted for the purposes of ``hours worked``.

XIII. All statements of attendance will be available for information of all the employees.

XIV. All applications for leave, whether CL, EL or HPL duly sanctioned by the Competent Authority shall be sent to Designated officer for recording in AMS.

XV. All employees shall be strictly instructed to only flash only his/her own Smart Card. Any proxy recording or any tampering with Time Recording Machines; Computers etc. shall be viewed seriously and will attract disciplinary action;

XVI. Notwithstanding anything contained in the scheme, the Secretary of the department may direct the presence of any employee in his department outside office hours, or outside the 9.00 A.M. to 7.P.M. extended period, if so required, in the exigencies of work.

ANNEXURE-2

DETAILED IMPLEMENTATION GUIDELINES

1. Every department shall have an officer of the rank of Deputy Secretary or above, to administer the scheme of Flexi Time in the Department. This officer shall be called the Attendance Monitoring System Officer (hereinafter called as AMS officer).
2. It shall be the responsibility of every officer to bring his/her card and flash it during entry to the office and while leaving for home.
3. If an officer has to attend a meeting during the office hours after coming to the office, he/she shall not flash the card while going for the meeting. He/she shall flash it only while leaving for residence after

coming back to the office. If he/she does not return to office because of meeting extending well beyond office time and leaves for residence directly from the meeting, he/she shall inform the AMS Officer next day by submitting an official duty (O.D) slip duly approved by the controlling officer to the AMS officer for entering the meeting's finish time on AMS as Out-Time. To help the officers to find out their In-Time or Out-Time as recorded by Attendance Monitoring System or as updated by AMS Officer, there will be appropriate reports available on Attendance Monitoring System.

4. Similarly, if an officer comes late to the office in the morning after attending any meeting, he/she shall flash the card to record the In-Time and shall also report to AMS Officer the time at which meeting started supported by Official Duty Slip. (O.D.Slip)

5. In case of an officer availing any leave, he shall submit the sanctioned leave letter/documents to the AMS Officer for entry on to the Attendance Monitoring System. Sometimes, sanction of Earned Leave and other similar leaves by DPAR may get delayed. In such cases, the proof of having submitted the leave request to DPAR after recommendation of the same by superior officers, may be submitted to AMS officer as prescribed at Annexure-A. The formal sanction order would have to be provided to the AMS officer within one month failing which the leave entry would get automatically removed and the absence during that period shall be regarded as unauthorised absence.

6. Some time an officer may forget to bring his/her card and therefore, may not be able to flash it. Card may also get lost/damaged etc. In such rare circumstances, the officer will submit a written request through proper channel (after endorsing the same from the controlling officer) to the AMS officer for making appropriate entry regarding his/her In-Time and Out-Time on to the system. In such cases the request shall be submitted in the format as prescribed at Annexure-B

7. Many a times, there may not be any formal document available to be submitted to the AMS officer. In such cases and in all other cases of official duty, it shall be the responsibility of the concerned officer to obtain necessary endorsement in the O.D slip from the concerned controlling/superior officer. Once some endorsement is made on the O.D. slip by the senior officer, the O.D. Slip can then be handed over to the AMS Officer for making suitable entry in the Attendance Monitoring System. The format of the O.D. Slip shall be as prescribed at Annexure-C

8. As seen from the guidelines, the minimum number of working hours for which an employee has to work will be equal to number of working days x 7.5 hours. Further in case an officer takes leave or is on tour or on unauthorised absence, the minimum number of working hours would be: number of days on which the officer attended the duty (excluding leave/tour/absence) x 7.5. For example;

I. If in a month, there are 24 working days, then the number of working hours would be $24 \text{ days} \times 7.5 \text{ hours} = 180 \text{ hours}$.

II. If the officer takes two days' leave during the month, the number of working days would become 22 for that officer and the number of working hours would therefore be $22 \times 7.5 = 165 \text{ hours}$.

III. It can therefore, be seen that if an officer has taken the leave and not informed the AMS Officer, the working days would be presumed to be 24 by the Attendance Monitoring System and therefore, the working hours presumed would be 180 hours. It is important that the AMS Officer is therefore, informed of the fact that an officer whenever he takes leave. Similar would be the case for the days on which the officer is on tour.

9. The day on which an officer has taken leave and has not informed the AMS Officer, there would be no In-Time and Out-Time entry. This should obviously warn the officer that there is a need to inform the AMS Officer about the leave availed on that day. Otherwise, the AMS system will consider this as an unauthorized absence. Similarly, if the officer has gone on tour for day/days and is not available in the office a similar intimation will have to be made in the O.D Slip as prescribed earlier for informing the AMS Officer. There would be a MIS Report available to show the In-Time and Out-Time for every officer on daily basis on the AMS system.

10. As the officer has to work for a minimum of the total working hours during a month calculated by multiplying 7.5 hours by the number of working days, a report has been provided on Attendance Monitoring System. This report will indicate the total number of hours for which an officer has worked on cumulative basis till a particular day. This report will guide the officer as to the minimum number of hours required to be put in for the remaining days of the month.

11. If AMS Officer is not available, then he can be requested to make suitable entries after he is available in the office.

12. In case AMS officer is not available for more than 2 days, he shall have to enable another officer by sharing password with him with the permission of the Secretary to make AMS entries. However, after he returns back he shall take over the charge and also change the password appropriately so that he alone is then competent to make entries into the Attendance Monitoring System.

13. In case of half-day casual leave, the officer would have to flash his card twice when he comes to the office (in time) and when he leaves from the office (out time).

14. CONTROLLING OFFICERS.

I. For every officer covered by the Flexi-Time, the Secretary of the concerned department will explicitly indicate the Controlling Officer for the purpose of Attendance Monitoring System. This shall be done through an administrative order.

II. As explained in paras 3 & 4, every officer covered under the Flexi-Time will get a manual entry made on to Attendance Monitoring System on the approval of Controlling Officer.

III. It is therefore, important that every Secretary clearly defines the Controlling Officer for every officer/s. For example, the Controlling Officer for the Additional/Joint/Deputy Secretaries can be the Secretary of the department, while for Under Secretary it could be the next superior officer (AS/JS/DS) to whom he/she reports generally as per the work allocation and subjects dealt under. In case of any officer reporting to more than one superior officer then the secretary shall decide.

IV. There after, the Controlling Officers will be responsible for certifying that their subordinate had attended to meetings/availed leave or on tour in order to enable the AMS officer for making manual entry into the AMS system.

15. As various reports would be available on 6th of every month and other daily reports the secretaries of the department are requested to take actions as per the Flexi-Time guidelines such as deducting of various types of leave in respect of the officers who have worked for short hours and initiating action against such officers who are absent unauthorisedly.

16. Some examples for clarifying the Flexi Time concept further are as below:

I. If there are 24 working days in a month, the number of working hours for that month would be $24 \times 7.5 = 180$ hours.

II. If in a month, there are 24 working days and officer takes leave for 3 days, then the total number of working days becomes 21 and the total number of working hours is $21 \times 7.5 = 157.5$. However, AMS Officer will have to be informed of the fact of having taken leave for 3 days.

III. If an officer comes at 11.30 am and goes at 6.00 pm on a day, then he has worked for 6 hours on that day as his absence from the office during the core hour from 11.00 am to 11.30 am shall be counted double and would therefore, account for an absence of one hour. If an officer comes at 10.00 am and leaves at 4 pm, he is absent during the core hour i.e., 4 to 5 pm and this absence will be regarded as 2 hours of absence. He has therefore, worked on that day for 5 hours.

IV. If an officer forgets to flash his card on a particular day during the morning time, then his In-Time will be blank even if he flashes his card while going home. He would be regarded as having worked out only 'Zero' hours on that day. He should

therefore, get the In-Time regularised by requesting the AMS Officer through proper channel.

V. Similar would be the case if an officer flashes his card in the morning , but does not flash the card in the evening, his number of hours worked will be regarded as 'Zero' for that day by Attendance Monitoring System.

VI. If an officer forgets to bring his card and is not able to flash his card, the machine will record as unauthorised absent on that day.

VII. If the officer is on leave and therefore, does not flash his card in the morning and in the evening, he shall be regarded as unauthorised absent on that day. He should therefore, report to the AMS Officer, the fact of he having got his leave on that day. In case of an officer being on unauthorised absence, the number of working hours would then get reduced by the number of days for which he was on unauthorised absence multiplied by 7.5. Report will be generated showing the days on which the officer was on unauthorised absence the AMS officer will then take necessary action such as initiating necessary disciplinary action and deducting the same from his leave credit. For eg., in a month if the number of working days were 23 and if the officer was on unauthorised leave for two days, his total number of working hours would be $21 \times 7.5 = 157.5$. However, a report would be made available to the reporting officer of the fact that he was on unauthorised leave for 2 days. The reporting officer would then take suitable action against the concerned as per the guidelines.

VIII. The first half of the working day starts from 10 am to 1.15 pm and second half of the working day from 2.15 pm to 5.30 pm. If an official is on leave for half day in the morning session, his working hours starts from 2.15 pm. The core hour for this official also starts from 2.15 pm. If he comes after availing of half day leave in the morning session and reports for the duty at 2.45 pm and works up to 6 o'clock, he has then worked for 2 hour 45minutes as he would be penalised for one hour of absence although he was absent only for half-an-hour during the core time from 2.15 to 2.45.

IX. If an officer has availed Casual Leave in the afternoon session and left for home at 1 o'clock, after coming for duty at 10 am, then his number of hours on that day

for which he has worked would be deemed to be 2 ½ hours as he would be penalised for one hour although he was absent for only half-an-hour during the core period of 1 to 1.30 pm.

X. If an officer is on tour for 3 days in the month in which there were 23 working days, then for this official, the number of working days becomes 20 and total number of working hours becomes $20 \times 7.5 = 150$. However, he shall have to give O.D.slip for three days, failing which, he shall be regarded as being on unauthorised absence for three days.

ANNEXURE-3

THE ROLES AND RESPONSIBILITIES FOR AMS OFFICER

- 1) Any designated officer of the rank of deputy secretary in the department shall be the AMS officer.
- 2) This officer shall be responsible
 - a. for getting updated the personal details of the officers working in his department or that of any officer who has been recently transferred to the department or deputed
 - b. for ensuring that all the officers in the department possess the Attendance Monitoring Card issued by the e-governance department
 - c. for making manual entries on to the AMS system in respect of officers covered under Flexi-Time when they approach with due authorization for having attended meetings, when they go on leave, when they go on tour or when they are not able to flash the card because of card getting stolen or lost
 - d. for safely filing various type of O.D slips/requests made by the officers after due authorization for making manual entry on to the Attendance Monitoring System.
 - e. for maintaining secrecy ,safety of the password by not sharing with anyone.
 - f. for any modification done or any wrong entry done on the Attendance Monitoring System.
 - g. for generating monthly reports and handing them over to the Secretary.

h. for ensuring that necessary leaves are debited against the accounts of the officers who have short-worked or were unauthorized absent as per AMS system after duly obtaining the orders of the secretary and that appropriate disciplinary action is started against officers who are unauthorized absent.

3) Apart from the above, the AMS officer has to ensure that in case of officers taking leave other than Casual leaves where the formal sanction orders have not been provided, that within one month from the day on which such leave period expires, formal sanction order is provided by the officer concerned failing which he shall report the same to the Secretary.

4). A register will have to be maintained by the AMS Officer in the form at Annexure-D to record the request made by the officers for marking any manual entry on to the Attendance Monitoring System.

5). In case AMS officer is not available for more than 2 days, he shall enable another officer by sharing password with him with the permission of the Secretary to make AMS entries. However, after he returns back he shall take over the charge and also change the password appropriately so that he alone is then competent to make entries into the Attendance Monitoring System.

6). While finally the Attendance Monitoring System would be fingerprint enabled, it is being started with password-based authentication. It is therefore, reiterated that AMS officers keep their password safe and do not share it with anybody. In case of any wrong entry made on the Attendance Monitoring System, it shall be the sole responsibility of the AMS Officer.

GOVERNMENT OF KARNATAKA

No.DPAR 93 EGV 2003

Karnataka Government Secretariat

M.S.Building, Bangalore.

Date: 16-12-2006.

CIRCULAR

Sub:- Flexi time Attendance System –(Stopping the habit of releasing of lock for making entries of previous months attendance in to the AMS) reg.

The Flexi time scheme in Attendance Monitoring System(AMS) was introduced during the month of January 2004 for Under secretary and above officers vide G.O.No. DPAR 92 EASU 2003, BANGALORE, DATED 30-12-2003. The scheme was extended to Section officers and other equivalent rank officers from March 2004.

As per the Government order, all the secretariat departments had to nominate an Attendance Monitoring System officer of the rank of Deputy Secretary and above to make entries to the AMS system, with respect to the leave, tour, training and other details of officers of their respective department. The officer concerned under the scheme are given time to get their attendance details updated in to the AMS system, after getting the approval from their concerned controlling officer for previous month on or before 10th of the present month. After that the computer will automatically lock the system and do not allow AMS officers to make any entries of previous months attendance details thereafter.

During the initial stages of the scheme, (since officers were not completely aware of the procedures) officers who could not able to get their entries in time were requesting e-governance