

Dear All,

We all are aware that we are appraised, inter alia , on time performance and work performance criterion. Again, as far as time performance is concerned, we have got a set system of daily punching in and out on bio-metric stand alone machines, installed at specified locations. We have also system enabling each employee to view their daily punch report in their employee login on our MEFGI site.

There could be following indicative instances of late punching or early going

- a) who might have to leave early for official purpose, like attending meeting at HO or such other official assignments or occasionally for cogent personal reasons with due permission from their HODs/Deans/Directors, or
- b) those who could have been late in morning, with causes similar to above,
- c) Those who have not changed their shift timings with due prior authorization from their respective approving authority.

We have introduced a system wherein an employee can put in his/her remarks, for substantiating the causes stated in items a) and b) above to keep a personal record, which will be very useful, when the matter of short performing hours for each employee is tabled with their HOD/Deans by our H.R.Deptt., which is supposed to take monetary punitive actions on such late coming and short performance duration

Having regard to above, H.R.department with help of Software department has added some tabs in "Punch report- login" wherein concerned employee can write the reason for late coming/early going for his/H.R.records. For this the employee has to click either of Late coming/Early going drop down menu, write remark as deem fit and save for the records. Please note that this right of putting remark of early going/late coming, in the last day's punch report is available and open to the employee only up to 72 hours of concerned punch report, after which the records of that day are sealed.

All those who feel that have got reasons to write, which can be, substantiated as contended, can use this facilities for straightening of their daily punch records.

Please note that this is not to replace the present H.R.Directive of intimating by employee through SMS about late coming/absence where there is no prior sanction and would not condone mis time punch record, for the reasons that employee has missed to seek prior shift change request authorized by their HOD.

Hope this innovation by H.R.deptt/I.T.Deptt., will help those who are concerned to keep a track record of their punch records with justification of any aware deviation.

Regards