

No.DMHS/Bio-metric/2012-13/ **2557** .
Administration of Daman & Diu,
Directorate of Medical & Health Services,
Primary Health Centre, Daman.

Dated: 20/11/2012.


22,

CIRCULAR

Sub : Biometric Attendance System in Govt. Hospital/CHC etc.

In order to bring efficiency and punctuality, in the Government Hospital, Marwad, CHC Moti Daman (including NVBDCP) and PHC, Kachigam, it has been decided to introduce Biometric Attendance System with immediate effect. In order to comply the same, the following instructions are issued for strict compliance:-

- I All the employees of the Health Department shall do the thumb impression in the morning hour after reaching the respective offices and also in the evening session while leaving or as per shift duty during entering and leaving the health facility.
- II. All the staff of the Government Health facilities of Daman working under UT Plan fund/NRHM/SACS/NVBDCP/PHC Kachigam as well as all categories of employees – regular employees, Short Term Contract, Daily wages, Visiting, Honorarium, outsourcing are required to mark attendance after arriving and before leaving the office.
- III. The salary of staff shall be released as per the Bio-metric attendance. For any unauthorized absence, the salary shall be deducted as per rules, besides explanation will also be called.
- IV. The Drawing & Disbursing Officer shall check the Bio-metric attendance before signing the salary bill and shall deduct the salary for any unauthorized absence.
- V. The nodal officer at the three places where the Bio-metric is installed are as below:
 - i) Government Hospital, Daman – Dr. Sunil Amonkar, Dy. Medical Supdt.
 - ii) PHC/CHC, Daman. – Dr. D.K. Makwana, Addl. DMHS.
 - iii) PHC, Kachigam - Dr. Sangeeta Joshi.
- VI. The nodal officer shall submit the Bio-metric attendance to the respective DDOs who will release the salary accordingly.
- VII. Special Secretary (Health) shall monitor it on weekly basis and submit a report to the undersigned.


(Gyanesh Bharti)
Secretary (Health)/
Finance Secretary.

To

1. The P.A. to Secretary (Health), Daman
2. The Addl. Director, M&HS, Daman.
3. The Medical Superintendent, Govt. Hospital, Daman
4. The Dy. Director, NVBDCP, Daman.
5. The I/c. Medical Officer, PHC, Kachigam.

Copy to : The S.O. to Hon'ble Administrator, Secretariat, Daman – for information please.