

2016/11/02612

All Officers/JUDW
(as per list enclosed)

All Sr.Sec.Engineer Incharges of shops/JUDW
(as per list enclosed)

Sub: Attendance recording system.

Ref: My note no. CWM/Inst/JUDW/2016 dt.10.12.16 & 1.8.16.

Reference above, I have repeatedly highlighted the issue of attendance of staff in workshop.

Dy.Chief Vigilance Officer (W)/N.Rly. vide his Confidential letter No. Vig/CT/2016/11/02612/WKSH dt.03.08.17 has informed that a vigilance investigation was conducted at Jagadhri Workshop on the directions from Railway Board. A number of irregularities and lapses were noticed by Vigilance department in attendance recording system.

The shortcomings on the attendance recording system reflects poor control of supervisors and SSE Incharges. Regular checking of attendance and availability of staff at work place is a prime duty of supervisor, SSE Incharge and Officers.

Nominated supervisors, who are deputed for punching duties on punching booths at W/O/T timings should be available.

Once again all supervisors and Officers are instructed to take necessary action in improving the attendance of staff working under them and their availability should be ensured. Intermittent attendance check during the day should be done. All supervisors/staff under you should be instructed suitably.

havi
31/8/17
CWM/JUDW

Copy to:

- 1) Sr.EDPM }
- 2) Dy.CME/W }
- 3) Dy.CME/P. }
- 4) Dy.CEE }
- 5) Dy.CPO }
- 6) Dy.CMM }
- 7) SAOW }

should regularly monitor this.