

CIRCULAR

RITES/HR/Attendance/MPA/2024

Date:14/02/2024

Sub: Implementation of **biometric attendance system** for **outsourced manpower** deployed at **Shikhar and Srijan, Gurgaon.**

For implementation of biometric attendance system for outsourced manpower, the following guidelines as mentioned below shall be made effective from 15/02/2024.

1. Office timing and leave deduction on account of absence of outsourced manpower will be as per the following table:

No.	Arrival time	Departure time	Frequency	Leave deduction
1.	09:00 Hrs	17.:30 Hrs		NIL
2.	9:30 Hrs	18:00 Hrs		NIL
3.	Absence for less than 4 Hrs		On Third occasion	½ day leave
4.	Absence for more than 4 Hrs.		On each occasion	Full day leave

Note:


1. An outsourced manpower has to **complete a total of 8 and a half hours** in a working day.
2. **Incase of late coming/ outdoor duty, outsourced manpower shall have to regularize his attendance on each occasion through approval from Sub Unit Head.**

2. Outsourced manpower can view / access their attendance data in outsourced manpower biometric attendance system window under Quick link section of RITES website as illustrated below: -

(www.rites.com >Quick link > Outsourced manpower biometric attendance system)

3. Login for outsourced manpower /Reporting Manager/ Sub Unit Head.
 - i. User ID: Employee biometric ID and initial password will be Employee ID@123 (Example if Employee ID is 850000, Password will be 850000@123) with an option to change the password at the discretion of the individual concerned.
 - ii. In case any outsourced manpower wants to regularize his absence or outdoor duty he has the option to do the same through his personal login and the same shall be approved by his Sub Unit Head on or before 10th of the subsequent month.
 - iii. For report generation reporting officers have the option to login in the section: - Login for report generation for Reporting managers.
4. In case of any query, outsourced manpower may kindly contact Shri. V.K. Thakur, DGM(IT). Contact details as mentioned below:
Mail Id: - vkthakur@rites.com
Contact Nos: - Mobile: 9953200386, Telephone Extension: - 361.

This issues with the approval of Competent Authority.



(S.Mohanty)
Chief People Officer
14/02/2024