Old circular no. 513(a)/New No. **890(a)** Date: 18.4.2007

Sub.: Attendance Value

|  |  |
| --- | --- |
| Hours of work | Attendance Value |
| 0 – 2½ hrs. | 0 |
| 2½ – 6.00 hrs. | 0.50 |
| 6.00 – 9.00 hrs. | 1.00 |
| 9.00 – 10½ hrs. | 1.25 |
| 10½ – 13.00 hrs. | 1.50 |
| Above 13.00 hrs. | 2.00 |

Notes:

1. No O.T. shall be given for civil works i.e., brick works and plastering from 14.4.2007. Maximum O.T. of 1.25 shall be given for earth works from 14.4.07.
2. This procedure is to be strictly followed without any exception.
3. Change shall be made only after taking authorization from Managing Director.
4. Copy of this circular must be given to the security supervisor.

Managing Director.