

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.