DIRECTOR'S SECRETARIAT

NOTICE- 69/2015

INTRODUCTION OF TOCKEN SYSTEM FOR STAFF MEMBERS TO GO OUT OF AIT DURING WORKING HOURS

Introduction

1.   Presently, the out/in timings of staff members who go out of AIT for any reason during working hours, is noted by the security Personnel deployed at the Main Gate.   Some staff members argue with the security staff or put up representations that incorrect in/out time was recorded. Since the security staff deployed on AIT Main Gate are rotated and some of them are comparatively new to AIT, they are unable to recognize the staff who are going out/coming in. Hence errors are likely to creep in the recordings.

2.   In the recent past, two new biometric machines have been installed near the AIT reception counter, which are capable of working out multiple punches time (more than one time in/out punch time in a single day).

3.   To overcome the anomalies mentioned at Paragraph 1, it has been decided to exploit the multi-punch capability of the biometric machines, combined with a **token system**.

Method

4.   Serially numbered Green Security Tokens, affixed with AIT hologram have been procured. These tokens are kept with the Security Guard manning the AIT Reception Counter. Staff members who want to go out during working hours (including lunch time) will first punch out on biometric machine and take the token from the Security Guard at the Reception and deposit the same at Main Gate of AIT, while going out. On return to AIT, the concerned staff will record his/her punch in entry on the biometric machine. All the tokens collected by security staff at the main gate, will be handed over to the Office Superintendent at 1630 Hours (4:30 P.M) the same day for compilation of in/out time.

5.   At the end of the month, biometric machine will automatically calculate date wise working hours of the concerned staff. The above said procedure will help in calculating the correct working hours of the staff. This procedure is expected to eliminate manual error in recording in/out timings of staff members, during working hours.

6.   This system will be implemented with effect from **03 August 2015**.

7.   **Note** : Care will be exercised by all to ensure that the token is not misplaced while being taken from the Reception to the Main Gate. Such loss will be reported immediately to the Joint Director.

Sd/xxxxx
(KE Vijayan)
File No: AIT/0075/Notice/Adm   Colonel (Retd)
                                      Joint Director
Date   : 27 Jul 15   For Director

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