



No. CBSE/Pers-A/Attendance & LSA/2019/223-31

Date: 10-Jan., 2019
15

OFFICE ORDER

Subject: Consolidation of Office Orders related to punctuality and Late Sitting Allowance (LSA) -reg.

The Consolidated Guidelines for Punctuality and claiming Late Sitting Allowance (LSA) by the Officers/Officials of the Board issued vide Office Order No.BAS/2016/5083-5135 dated 26.07.2016, Office Order No.CBSE/SECY/2016/590-95 dated 17.06.2016, Officer Order No.Admn.I/14/(16)/2005/3733-3057 dated 29.07.2005, Office Order No.CBSE/ Admn.I/2012/ 8646-8745 dated 07.02.2012, Office Order No.CBSE/JS(A&L)/2015/02-08 dated 09.01.2015, Office Order No.CBSE/JS(A&L)/2014/778-82 dated 01.10.2014 and Office Order No.CBSE/Rectt.Cell /6(2)/2012/ /9972-10072 dated 27.02.2012 are reiterated as under:-

- I. The Competent Authority has directed to maintain punctuality in the interest of the Board by all of Officers/Officials of the Board, as per following guidelines:-
 1. The Board's regular employees will be mandatorily required to register their names in Adhaar Based machines only to mark their attendance on the <http://cbse.attendance.gov.in> portal.
 2. The office timing from 9.00 a.m. to 5.30 p.m. with a lunch from 1.00 p.m. to 1.30 p.m. may be strictly followed. The officials may avoid leaving their seats in office hours. The time may be utilised for office work positively so that work of sections/units is facilitated/smoothly executed. Frequent/ long absence for tea/ snacks etc. may be avoided/ discouraged.
 3. It may be ensured that officials reach office in time and the late coming should not be a regular feature.
 4. If any officer/ official leave office premises during office hours, s/he shall henceforth mandatorily make entry in Movement Register kept for the purpose at Security Gate. The Movement Register shall be overseen by the Administration Wing at regular intervals for suitable action. S/he should also co-operate with the Security staff for making entry in the register.
 5. The attendance is to be marked in the branches as well as in bio-metric system.
 6. The attendance is to be marked by all the officers/ officials up to the level of Joint Secretary in the bio-metric system. Officers/officials from MTS to Section Officer will mark the attendance in bio-metric system as well as in register kept in Branch.
 7. Any technical fault noted for not accepting the thumb impression in bio-metric system be got rectified within one week.
 8. Casual leave of 01 day for every three days of late coming will be deducted. If the officer/ official does not have balance C.L., E.L. will be deducted.



9. The Section Officer shall maintain the record of the officials coming late and deduct leave for attending the office after 9.30 a.m. as per point 8 above.

All the Directors / Regional Directors / Regional Officers / Heads of CoEs are requested to ensure the forwarding of attendance report along with detail of leaves deducted on the basis of bio-metric attendance in r/o of the latecomers, who attended the office after 9.30 am in the first week of every next month to the Deputy Secretary (Admn.& Legal) for strictly maintaining the discipline and punctuality in the Office.

The Assistant Secretary (Admn.II) Hqrs is also directed to provide the bio-metric attendance in the first week of every month to Deputy Secretary (Admn.& Legal) in r/o all the employees posted in HQ deduction of leaves in respect of latecomers.

II. Late Sitting Allowance (LSA):

1. Consequent upon approval of the Finance Committee in its meeting held on 31.07.2014 and its ratification by the Governing Body in its meeting held on 06.08.2014, the rates of LSA are as under :-

Groups	Category	Working day(s) (Upto 7.30 pm)	Holiday(s) (Min. 4 hours)
A	PB-4 of Rs.37400-67000 Grade Pay of Rs.12000, 10000, 8900 & 8700. PB-3 of Rs.15600-39100 Grade Pay of Rs.7600, 6600 and 5400	Rs.500/-	Rs.1000/-
B	PB-2 of Rs.9300-34800 Grade Pay of Rs.5400, 4800, 4600 and 4200	Rs.350/-	Rs.750/-
C	PB-1 of Rs.5200-20200 Grade Pay of Rs.2800, 2400, 2000, 1900 and 1800	Rs.250/-	Rs. 500/-

2. Consequent upon approval of the Finance Committee in its meeting held on 01.02.2012, the limit of no. of days of LSA in a financial year has been elucidation given here:
- Group 'A' & 'B' Officers : From 60 to 150 days
 - Group 'C' & 'D' Staff working in the Office : From 150 to 225 days
of Chairman as well as Office of Head of
Departments.
 - Staff Car Drivers : 225 days
3. No LSA and other emoluments shall be payable, in case of failure of the staff to mark their attendance on Adhaar Based Attendance System. All Section Heads are directed to ensure registration of the regular employees working in their Sections in Adhaar Based machines only on the <http://cbse.attendance.gov.in> portal.
4. It is mandatory to work up to 07.30 p.m. on working days to be eligible to get LSA but in case of an employee coming late, the time by which the employee comes late is to be added in evening i.e. After 07.30 p.m. for the purpose of eligibility of Late Sitting Allowance.



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

5. Prior approval of the sanctioning authority is must by giving full details of the work which is to be done during LSA period whereas, it has been observed that the prior approval of the sanctioning authority is not being obtained. Hence, the Branch Incharges/Section Officers are therefore, directed to obtain the prior approval of the sanctioning authority by giving full details of the work which is to be done during LSA period. A certificate to the effect that the work which was to be done during LSA period, has been completed, must be enclosed with the LSA Claim.
6. The Officers/officials of the Board claiming their LSA for a number of months together, which is objectionable. The Competent Authority has taken a serious view of it. It has, therefore, been decided that, henceforth, the Officers/Officials will claim their LSA, if any, within succeeding month positively. The Sanctioning Authority may also take care of the above directions for compliance.

Anurag Tripathi

(ANURAG TRIPATHI)
SECRETARY

Distribution:

1. PS to the Hon'ble Chairperson, CBSE.
2. SPS to the Secretary/Controller of Exams/Directors/Regional Directors, CBSE.
3. PS/PA to Joint Secy., IT/ Sr.PRO/IAFA, CBSE.
4. All the Regional Officers/Incharge, CoEs of the Board for compliance.
5. All the Officers up to the level of Section Officers, CBSE.
6. President, SBSWA, CBSE.
7. Personnel File.
8. Notice Board.
9. Guard File.

(1)

CENTRAL BOARD OF SECONDARY EDUCATION
SANSKHA KENDRA, 2, COMMUNITY CENTRE
NETaji Vihar, DELHI - 110 092.


No. Adm. I/14(16)/2005/3733-3857

Dated: 29.7.2005

OFFICE ORDER

It has come to the notice of the Competent Authority of the Board that the officers/officials of the Board claim their L.S.A. for a number of months together which is objectionable. The Competent Authority has taken a serious view of it. It has, therefore, been decided that, henceforth, the officers/officials will claim their L.S.A. if any, within succeeding month positively. The sanctioning authority may also take care of the above directions for compliance.

This issue with the approval of the Competent Authority of the Board.


(SHASHI BHUSHAN)
JOINT SECRETARY(A&L)

Distribution:

1. All the officers of the Board upto the level of Section Officer with the request to bring it to the notice of the officials working under their control.
2. All the Regional Officers of the Board.
3. The I.A.F.A., CBSE.
4. All the DDOs of the Board.
5. The SO to CM/PAs to HODs, CBSE.
6. Scrap file.

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केन्द्रीय माध्यमिक शिक्षा बोर्ड

मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संयुक्त
“शिक्षा केन्द्र” 2, समुदाय केन्द्र, प्रीत विहार, दिल्ली - 110092

CENTRAL BOARD OF SECONDARY EDUCATION


[An autonomous organization under the Union Ministry of Human Resource Development, Govt. of India]
“SHIKSHA KENDRA”, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110 092

CBSE/Admn./2012/8646-8745

Dated: 02.02.2012
07

OFFICE ORDER

In continuation of Notification No. CBSE/JS(A&L)/2011/1371 dated 20.01.2011 regarding revision in the rate of LSA. In this connection, it would be mandatory to work up to 07.30 p.m. on working days to be eligible to get LSA but in case of an employee coming late, the time by which the employee comes late is to be added in evening i.e. after 07.30 p.m. for the purpose of eligibility of Late Sitting Allowance vide decision of Finance Committee Meeting of CBSE held on 11.04.2011 and its ratification in the Governing Body Meeting of CBSE held on 22.06.2011.


(A.S. Verma)
JOINT SECRETARY (A&L)

Distribution:-

1. EO to CM
2. PA to Secretary/ Pas to HODs
3. All the officers of the Board upto the level of Section Officer
4. All the Regional Officer of the Board
5. All the DDOs
6. SO (B&C) HQ- for information and necessary implementation
7. Notice Board
8. Scrap Register

Gram : CENBOSEC, Delhi - 92
E-Mail: cbseedi@nda.vsnl.net.in
website: www.cbse.nic.in



Phone: 22509256-59
Fax: 22515826
Telex : 66015-CBSE-IN

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development Govt. of India)
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 092

No.CBSE/RECTT. CELL/6(2)/2012/9972-1072

(RECRUITMENT WING)

HQ, Preet Vihar, Delhi
Dated the 27TH February, 2012


NOTIFICATION

This is in continuation with the orders/notifications issued earlier by the office on the subject of Late Sitting Allowance. It is notified for information of all that consequent upon approval of the Finance Committee in its meeting held on 01.02.2012, the existing limit of number of days of Late Sitting Allowance in a financial year is revised w.e.f. 01.02.2012 as per elucidation given here under:

- | | | |
|---|---|--|
| 1. Group 'A' & 'B' officers | : | From 60 to 150 days |
| 2. Group 'C' and 'D' staff working in the office
Of Chairman as well as office of Head of
Departments | : | From 150 to 225 days |
| 3. Staff Car Drivers | : | 225 days.
(In lieu of overtime allowance) |

The payments will be released subject to verification of reports being generated by the attendance devices by the concerned officer/official and in accordance with the instructions already issued vide office order No. CBSE/Admn.I/2012/8646-8745 dated 07.02.2012.

This issues with the approval of the Competent Authority of the Board.


(A.S. Verma)
Joint Secretary (A&L)

Distributions:

1. EO to CM/PS to CM.
2. PAs to all HODs
3. All Regional Officers of the Board
4. All other officers of the Board upto the level of Section Officer.
5. All DDOs
6. Section Officer (B&C), HQ for information and necessary action.
7. Public Relations Assistant (HQ) for information and necessary action. He is further directed to ensure availability of individuals thumb impression on all machines in offices situated in Delhi/New Delhi.
8. Jr. Assistant (Admn.I) for placing a copy in Scrap file/notice board.

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Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre

Preet Vihar, Delhi- 110 092

No. CBSE/JS(A&L)/2014/778-82

Date: 01.10.2014

OFFICE ORDER

On the recommendations of Finance Committee vide Item No.V in its meeting dated 31.07.2014, the Governing Body of the Board, in its meeting held on 06.08.2014 has approved the enhancement of rates of Late Sitting Allowance (LSA) from the date of Governing Body meeting as under:

Groups	Posts	Revised Rates	
		Working days (upto 7.30pm)	Holidays (Minimum 4 hrs)
A	PB-4 of Rs. 37400-67000 Grade Pay of Rs.12000, 10000, 8900 and 8700. PB-3 of Rs. 15600-39100 Grade Pay of Rs.7600, 6600 and 5400	Rs. 500/-	Rs. 1000/-
B	PB-2 of Rs. 9300-34800 Grade Pay of Rs. 5400, 4800, 4600 and 4200.	Rs. 350/-	Rs. 750/-
C	PB-1 of Rs. 5200-20200 Grade Pay of Rs.2800, 2400, 2000 and 1900 & 1800.	Rs. 250/-	Rs. 500/-

This issues with the approval of the competent authority.


(S.P RANA)

JOINT SECRETARY (A&L)

Distribution:

1. PS to CM, CBSE, Delhi.
2. All the PSs/ PAs to HODs, CBSE, Delhi.
3. All the Regional Officers at Regional Office, CBSE, Allahabad, Delhi, Chennai, Panchkula, Ajmer, Guwahati, Bhubaneswar, Patna, Dehradun and Trivandrum.
4. All the officers upto the level of the Section Officer.
5. Scrap File/ Notice Board.



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

“शिक्षा केन्द्र” 2 समुदाय केन्द्र, प्रीत विहार, दिल्ली - 110092

CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resource Development, Govt. of India)
“SHIKSHA KENDRA”, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110 092

CBSE/JS(A&L)/2015/02-08

09.01.2015

OFFICE ORDER

The attention is invited to the Notification no CBSE/JS(A&L)/2011/1371 dated 20.01.2011 for claiming LSA wherein it was clearly decided that the prior approval of the sanctioning authority is must by giving full details of the work which is to be done during LSA period whereas, It has been observed that the prior approval of the sanctioning authority is not being obtained.

Hence, the Branch Incharges / Section Officers are therefore directed to obtain the prior approval of the sanctioning authority by giving full details of the work which is to be done during LSA period. A certificate to the effect that the work which was to be done during LSA period, has been completed, must be enclosed with the LSA claim.


(JOSEPH EMMANUEL)
SECRETARY

1. PS to Chairman
2. PS to HODs.
3. All the Regional Officers of the Board.
4. All the DDOs for strict compliance.
5. All the officers' upto the level of Section Officers and above.
6. Notice Board
7. Scrap Register.



CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resource Development, Govt. of India)

"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110 092

CBSE/SECY/2016/1590-95

DATE: 7-06-2016

OFFICE ORDER

It has been observed that the punctuality is not being maintained by some officers/ officials of the Board which has been viewed seriously by the competent authority. The punctuality may therefore be maintained by all the officials/officers as per following guidelines in the interest of the Board:-


1. The office timing from 9.00 a.m. to 5.30 p.m. with a lunch break from 1.00 p.m. to 1.30 p.m., may be strictly followed. The officials may avoid leaving their seats in office hours. The time may be utilised for office work positively so that work of sections/units is facilitated/ smoothly executed. Frequent/ long absence for tea/ snacks etc. may be avoided /discouraged.
2. It may be ensured that officials reach office in time and the late coming should not be a regular feature.
3. If any officer/ official leaves office premises during office hours, s/he shall henceforth mandatorily make entry in Movement Register kept for the purpose at Security Gate. The Movement Register shall be overseen by the Administration Wing at regular intervals for suitable action. S/he should also co-operate with the Security staff for making entry in the register.
4. The attendance is to be marked in the branches as well as in bio-metric system.
5. The attendance is to be marked by all the officers/ officials up to the level of Joint Secretary in the bio-metric system. Officers/officials from MTS to Section Officer will mark the attendance in bio-metric system as well as in register kept in Branch.
6. Any technical fault noted for not accepting the thumb impression in bio-metric system be got rectified within one week.
7. Casual leave of 01 day for every three days of late coming will be deducted. If the officer/ official does not have balance C.L., E.L. will be deducted.
8. The Section Officer shall maintain the record of the officials coming late and deduct leave for attending the office after 9.30 a.m as per point 7 above.




All the officers/officials should adhere to the above instructions scrupulously in the office interest failing which disciplinary action, as deemed fit, shall be initiated against the erring officials.



(Joseph Emmanuel)
Secretary

Distribution:-

1. P.S. to the Hon'ble Chairman
2. P.S.s/P.A.s to all HODs, CBSE
3. All the Regional Officers of the Board for compliance
4. All the officers up to the level of Section Officer- with the direction to bring it in the notice of their respective subordinate officers/officials for compliance.
5. Notice Board
6. Guard File


20/6/16
Pl. noted be all.

Noted -  20/6/16
Noted -  20/6/16
Noted -  20/6/16

Noted 
20/06/2016



CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE,
PREET VIHAR, DELHI - 110 092

F.No./BAS/2016/5083-5133

Date: 26.07.2016

OFFICE ORDER

In continuation to Notification no. F.No./BAS/2015/143225-300 dated 30.03.2015 and subsequent notification No. F.No./BAS/2015/2950-3000 dated 07.07.2015 regarding registration of employees of the Board for Aadhar Based Biometric Attendance System (BAS) on <http://cbse.attendance.gov.in> website, the Board is going to adopt Aadhar Based Biometric Attendance System (BAS) from 1st August 2016 and all regular employees of the Board (H.Q) will be required to mark their attendance in Aadhar Based machines only.

As such those who have not registered their name on Aadhar portal, CBSE, i.e. <http://cbse.attendance.gov.in> website till date should register their name on mandatory basis as Aadhar based Biometric machines has already been installed on the ground floor of CBSE, H.Q. and the same shall be made operational from 01st August 2016.

Thereafter, in case of failure of the staff to mark their attendance on Aadhar based attendance system no LSA and other emoluments shall be payable. All Sectional Heads are directed to ensure registration of the regular employees working in their sections on the Biometric Aadhar Based Attendance System latest by 29.07.2016.

All contractual employees shall mark their attendance on old non -Aadhar based machine.

For registration on <http://cbse.attendance.gov.in> website instructions are given on Annexure-A. For marking the attendance on Aadhar based machine, the employees have to enter last 06 digits of their Aadhar Number before placing their finger/thumb on the scanner/sensor. For detail guidelines to mark the attendance please follow the instruction as given in Annexure-B.

Please note
all the numbers
of 27/7/16

Distribution:

1. All the HOD's of the Board.
2. Sr. PS to Hon'ble Chairman, CBSE
3. All the Branch In-charge (s), CBSE, Headquarters.
4. All the Regional Directors/Regional Officers/In-charge Officers of COE of CB
5. Notice Board.

(JOSEPH EMMANUEL)
SECRETARY

**INSTRUCTIONS FOR REGISTRATION THE EMPLOYEE ON CBSE ATTENDANCE
PORTAL.**

1. Navigate to <http://cbse.attendance.gov.in>.
2. Click on Employee Registration on the left side.
3. Enter your Full Name.
4. Enter date of birth (format DD-MM-YYYY)
5. Select your Gender.
6. Please provide your 12 digit Aadhaar number
7. Enter your email.
8. Enter your 10 digit mobile number.
9. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
10. Select Employee Type i.e. Government Employee.
11. Select the name of your Division/Unit within the Organization
12. Select your Designation (only when Employee Type is Government)
13. Select your office location.(e.g. PreetVihar/Patparganj etc.)
14. Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB.
15. Please enter the captcha code.
16. Please review the form before submission.
17. On Successful Registration employee will receive registration ID on the Registered E-Mail ID/Mobile No.

Note:

For any other assistance please get in touch with JS(A&L), CBSE.