



ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

GOVERNMENT OF KHYBER PAKHTUNKHWA

Block "A", Opposite MPA's Hostel, Civil Secretariat Peshawar

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Dated: 26-10-2018

NOTIFICATION

NO. EMIS/E&SE/1-17/GENERAL/ICT-BAS: The competent authority in Elementary & Secondary Education Department is pleased to notify Additional Director (Establishment), Directorate of Elementary and Secondary Education (E&SE), Khyber Pakhtunkhwa as Focal Person for proper implementation of the Biometric Attendance System (BAS) in DEOs, SDEOs Offices and High/Higher Secondary Schools (male and female) in Khyber Pakhtunkhwa. TORs for the focal person are as under while SOPs for implementation are at **Annex-I**.

TORs for Biometric Attendance System (BAS)

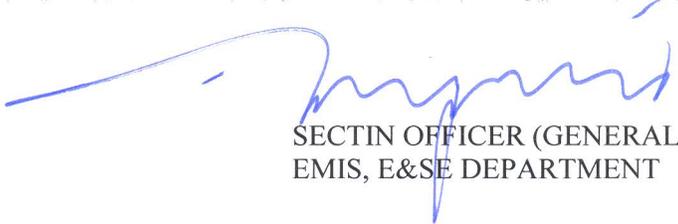
1. Ensure that all BAS devices in DEOs/SDEOs/Schools (male/female) are online.
2. Ensure regular attendance of all the staff at DEOs, SDEOs & Schools hold monthly meetings with all DEOs (male/female) regarding BAS.
3. Establish proper accountability mechanism for ensuring attendance in the DEOs, SDEOs Offices and Schools through BAS.
4. Ensure that all the concerned offices/schools shift their BAS devices to DSL where available. While remaining ensure regular monthly payment of Data SIM charges in time. If the existing Data Sim have weak signals in that area replace to other network Data Sim have strong signals.
5. Arrangement of resources for repair and troubleshooting of the BAS devices at the DEOs/SDEOs/Schools level for smooth functioning of the system.

Secretary to Government of Khyber Pakhtunkhwa
Elementary & Secondary Education Department.

Endst. No. & date even.

Copy for information to the:

1. PS to Secretary, E&SE Department, Govt. of Khyber Pakhtunkhwa Peshawar.
2. PS to Special Secretary, E&SE Department, Govt. of Khyber Pakhtunkhwa Peshawar.
3. PS to Add: Secretary (Estb.), E&SE Department, Govt. of Khyber Pakhtunkhwa Peshawar.
4. Director, Directorate of Elementary and Secondary Education (E&SE), Khyber Pakhtunkhwa Peshawar.
5. Additional Director (Establishment), Directorate of Elementary and Secondary Education (E&SE), Khyber Pakhtunkhwa Peshawar.
6. Director, EMIS, E&SE Department, Govt. of Khyber Pakhtunkhwa Peshawar.
7. All District Education Officer (Male/Female).
8. Dy. Director, EMIS, E&SE Department, Govt. of Khyber Pakhtunkhwa, Peshawar.
9. Master File.


SECTION OFFICER (GENERAL)
EMIS, E&SE DEPARTMENT

SOPs for Biometric Attendance System

Responsibilities of the Directorate of E&SE KP:

1. Responsible for successful implementation of BAS at Directorate of E&SE as well as DEOs/SDEOs/Schools in Khyber Pakhtunkhwa.
2. Ensure its effective use by calling monthly meetings of DEOs and submit consolidated monthly report to Secretary E&SE.

Responsibilities of the District Education Officers (Male/Female):

1. Responsible for successful implementation of BAS in his/her respective office and schools under his/her jurisdiction.
2. Monitor daily attendance and take necessary actions against employees of his/her respective office and schools under his/her jurisdiction.
3. Nominate district level focal person / Master trainer for training and providing technical support to the schools.
4. Submit monthly reports of his/her respective office and consolidated monthly report of schools under his/her jurisdiction to the focal person at Directorate level.

Responsibility of the Head of the office/school:

1. Responsible for the implementation of BAS in the office/school.
2. Responsible to provide required data to the focal person for registration of all employees in the school.
3. Responsible for providing Internet and Power backup facility for the smooth implementation of BAS.
4. Ensure that all employees mark attendance at time-in and time-out regularly.
5. Responsible to mark approved leave applications to Focal Person for entering in BAS on daily basis within 1st hour.
6. Take actions against those employees who arrive late more than three days in a fortnight. After availing this chance, if someone repeats the same practice, call explanation of the concerned. In case of unsatisfactory reply, the pay for the absent period more than three days may be deducted from his salary after fulfilling all the codal formalities. If anyone, who comes late after 10:00 am or later only for one day, his salary may be deducted.
7. Nomination of focal person for BAS.
8. Ensure that if focal person is transferred/Retired, he/she will not be relieved till he/she does not hand over the given tasks, username, passwords and relevant records of the assigned modules to the new focal person.

Focal Person (office/school):

1. Responsible for employee registration and entering approved leave applications / official duty in BAS.
2. Place print out of the daily attendance report before the head of the office/school at the commencement of the office/school hours daily.
3. Bring cases of habitual late comers to the notice of the head of the office/school for necessary disciplinary action.
4. Report faults/issues in BAS to the head of office/school for further necessary action.
5. Change the default password to a more secure one.
6. When password is handed over to new focal person, he/she must change the password immediately of the HRM.

General Instructions (office/school):

1. All the employees including head of the office must be registered in BAS and shall mark their attendance in the biometric attendance system at time-in and time-out regularly.
2. All the officers/officials who avail leave are to send a copy of approved leave to the biometric operator/focal person of BAS for onward entry in the BAS system.
3. All the officers/officials who visit the field or meetings in connection with official duties are to inform the biometric operator about their visits/meetings outside the office so that it may be entered into BAS.
4. Employee record in BAS must not be deleted in case of retirement/death/transfer to other location.
5. A technical / computer literate employee should be nominated focal person of BAS.

A handwritten signature in blue ink, appearing to be 'M. P. S.', is written in a cursive style across the lower right portion of the page.