



STANDARD OPERATING PROCEDURES (SOP) BIOMETRIC ATTENDANCE



1. **General** Timely and regular attendance of employees is the hall mark of performance for any organization. To ensure punctuality and to meet expected productivity standards employees of CMH LMC & IOD will be held accountable for adhering to their work place schedule and failure to timely Check-In and Check-Out will impact their salaries.
2. **Biometric Machines Sites** Biometric machines will be installed at following entry points:-
 - a. Biochemistry
 - b. Community Medicine
 - c. Pathology
 - d. Anatomy
 - e. Physiology
 - f. Maxillofacial Center
 - g. Gate 4
3. **Scope** Biometric Attendance policy will be applicable to all civil employees of CMH Lahore Medical College, Institute of Dentistry, Institute of Nursing, Allied Health Sciences and School of Health Professional Education.
4. **Procedure**
 - a. **Requirement** The Biometric Attendance System is being installed for the record of attendance. All civil employees will be required to mark In and Out in the Biometric Attendance System, whenever they arrive / left College premises.
 - b. **Leave** After approval from competent authority information will be intimated to HR Dept on following format:-

Name	Designation	Department	Time From	Time To	Signature of HOD

- c. **Emergent / Short Leave** Will be obtained from HOD and intimated on format given as per Para 4b above to HR Dept. In case of HOD such leave will be obtained from Principal/ Vice Principal and for IOD HOD leave will be obtained from Dean/ Associate Dean and communicated to HR Dept.
- d. **On Duty non-working hours** For those employees who work after office timings/ off days will also be required to mark In and Out in the Biometric Attendance System, on arrival/ leaving College premises. Duty roster of such employees will be shared with HR Department.
- e. Office timings are from 8:00 am to 3:00 pm (Monday to Friday). Timings for attendance will be as follow:-

Professors	8:00am to 8:30am
Staff/ Faculty Members	8:00am to 8:15am
- f. Margin of 15 to 30 minutes should be not taken as routine.
- g. Three late entries in a month will be considered as absent and will be conveyed to Account Dept for deduction from pay accordingly.
- h. Uniform / Serving faculty will follow attendance as per army rules.

Principal / Chief Executive

Vice Principal / Dy Chief Executive

Dean - IOD