

<b>RTI REQUEST DETAILS (आरटीआई अनुरोध विवरण)</b>			
<b>Registration Number</b> (पंजीकरण संख्या) :	IFCIL/R/E/24/00059	<b>Date of Receipt</b> (प्राप्ति की तारीख) :	12/09/2024
<b>Type of Receipt</b> (रसीद का प्रकार) :	Online Receipt	<b>Language of Request</b> (अनुरोध की भाषा) :	English
<b>Name</b> (नाम) :		<b>Gender</b> (लिंग) :	Male
<b>Address</b> (पता) :			
<b>State</b> (राज्य) :	Telangana	<b>Country</b> (देश) :	India
<b>Phone Number</b> (फोन नंबर) :	+91-	<b>Mobile Number</b> (मोबाईल नंबर) :	+91-
<b>Email-ID</b> (ईमेल-आईडी) :			
<b>Status</b> (स्थिति) (Rural/Urban) :	Urban	<b>Education Status</b> :	Graduate
<b>Is Requester Below Poverty Line ?</b> (क्या आवेदक गरीबी रेखा से नीचे का है?) :	No	<b>Citizenship Status</b> (नागरिकता)	Indian
<b>Amount Paid</b> (राशि का भुगतान) :	10 ) (original recipient)	<b>Mode of Payment</b> (भुगतान का प्रकार)	Payment Gateway
<b>Does it concern the life or Liberty of a Person?</b> (क्या यह किसी व्यक्ति के जीवन अथवा स्वतंत्रता से संबंधित है?) :	No(Normal)	<b>Request Pertains to</b> (अनुरोध निम्नलिखित संबंधित है) :	Varinder Malik
<b>Information Sought</b> (जानकारी मांगी):	The RTI Application is herewith attached in PDF format.		
<input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Close"/>			

## RTI APPLICATION

Respected CPIO,

**Subject: Request for Information under the Right to Information Act, 2005.**

**I am writing to request information under the Right to Information Act, 2005, regarding the Biometric Attendance Recording System (BARS) guidelines applicable to employees of your organization.**

**Note: Please note that I am open to either receiving the requested information uploading it to an RTI online portal (or) via email for cost-effective transmission rather than physical post.**

**Specifically, I am seeking the following:**

- 1) A copy of the BARS guidelines for employees pertaining to entry and exit punch times.**

Please provide a detailed copy of the guidelines that outline the specific timings for employees to punch in and out using the BARS system.

- 2) Information regarding the number of grace periods allocated to employees for late arrivals and early exits.**

Please specify the number of grace periods allowed per month for late arrivals and early exits. Additionally, please provide details on the duration of each grace period.

- 3) If BARS is implemented with flexi time attendance, a copy of the flexi time attendance policy.**

If your organization utilizes flexi time attendance in conjunction with BARS, please provide a copy of the policy that outlines the rules and regulations for flexi time.

- 4) Details on the number of flexi time minute credits granted to employees in their HRMS per month.**

Please specify the number of flexi time minute credits allotted to employees in their HRMS system each month.

- 5) The process by which employees can utilize flexi time minutes to offset late arrivals or early departures.**

Please describe the procedure that employees must follow to use their flexi time minutes to offset late arrivals or early departures.

- 6) Any limitations or restrictions on the use of flexi time minute credits by employees.**

Please outline any restrictions or limitations that apply to the use of flexi time minute credits by employees.

- 7) The number of flexi time minute credits offered per month to employees in your organization.**

Please specify the number of flexi time minute credits offered to employees in your organization per month.

- 8) Information on whether an employee can utilize their entire flexi time credit balance at once, subject to approval from their Head of Department.**

Please indicate whether employees are permitted to use their entire flexi time credit balance at once, subject to approval from their Head of Department.

I understand that the RTI Act does not require the creation of information, drawing of inferences, making of assumptions, interpreting the information, solving the problems raised by the applicants, furnishing replies to hypothetical questions, or deducing conclusions from the material. Additionally, collection and collation of information are also outside the purview of the RTI Act.

I request that the information provided be based on existing records and policies, and not involve any hypothetical questions or scenarios. **All eight points of my request are specific and factual, and do not require any hypothetical (or) speculative information. Please provide the information point wise so that it will be easy for me to understand.**

**Please note that the information sought is solely for personal knowledge and understanding. I do not intend to circulate or disseminate this information for any commercial or public purpose.**

**Thank you for your prompt attention to this matter.**

**Sincerely,**