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Islamic Republic of Afghanistan
Ministry of Rural Rehabilitation & Development

Policy on Time Sheet and Attendance

To: All MRRD Eligible Contracted Staff

Effective: 1st June 2007

Applicability: This policy applies to MRRD Contracted employees only.

1.0 Background

MRRD/HR department for Contracted Staff is responsible for strictly following keeping record of attendance of its contracted Staff. MRRD believes the nature and load of work in MRRD needs the full time commitment and regular attendance of its staff in order to enable MRRD to achieve its goals.

2.0 Scope, Procedure and Administration

This policy applies to those contracted employees of MRRD (national and international) that their nature of work, frequent travels to the fields, long working hours are not allowing them to keep their attendance sheet signed on daily AM and PM basis.

In order to receive and track the regular attendance and make it more practical the staff that falls under the following category will need to submit the Time sheet at the end of each month.

- A. Working for long hours (Assistants, Drivers of Deputy Ministers and Minister, Secretaries)
- B. Their nature of work requires frequent travel to the field (engineers, program coordinators, Program Staff)
- C. All provincial Staff

2.1 Procedure

The eligible staff must fill the Time Sheet in a standard format given by Human Resources Department. The time sheet must be signed by employees and approved by his/her supervisor and submitted to the HRD Department Contracted Staff Section on and no later than 25th of each month.

2.2 Administration

MRRD HR department for Contracted Staff is responsible for administration and implementation of timesheet and leave records of all staff and will prepare the report based on the received attendance analysis.

Any failure for submission of time sheet at the set deadline in this policy will result freezing of salary for the worked month.

2.3 Eligibility

MRRD/HRD department will remain responsible to determine the eligibility of staff for signing Time Sheet.

Approved

Deputy Minister, Admin and Finance