

**SOP for the attendance of candidates in view of Facial Recognition Biometric Machine during 45 Days of the Training program (TP):**

1. According to the curriculum outlined by the MoA & FW in Annexure-XX of the AC&ABC Guidelines, the training program's sessions will start at 9.30 am and end at 5.30 pm. The morning punch time by all the candidates undergoing the Training should be on or before 9:30 am. A 10 minutes relaxation i.e. till 9:40 am will be permitted subjected to a maximum limit of 3 days (in the total 45 days of the Training Program). However the outpunch of such candidates necessarily should be at 5:40 pm.
2. On first day of training program a maximum of first half (up to 1:00 pm) delay may be considered for all candidates, exceeding beyond first half day will be considered as absent for the candidate.
3. Days of Market Survey (18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup> day of TP) and Hands-on Experience (29<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup> day of TP) may be exempted from biometric attendance and 2 hours (up to 11:30 am) delay may be considered on next day for joining the training program at center.



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