

1. A copy of the BARS guidelines for employees pertaining to entry and exit punch times.
2. Information regarding the number of grace periods allocated to employees for **late arrivals and early exits**.
3. If BARS is implemented with flexi time attendance, a copy of the flexi time attendance policy.
4. Details on the number of flexi time minute credits granted to employees in their HRMS per month.
5. The process by which employees can utilize 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.
7. The number of flexi time minute credits offered per month to employees in the PSU under your ministry.
8. Information on whether an employee can utilize their entire flexi time credit balance at once, subject to approval from their Head of Department.