

महाप्रबंधक (प्र/मा.सं)  
GENERAL MANAGER (Admn/HR)  
केरलपरिमंडल Kerala Circle  
दूरसंचारभवन, पी.एम्.जी.जंक्शन  
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भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)  
BHARAT SANCHAR NIGAM LIMITED  
(A Govt. of India Enterprise)

No.SR/GENL/2012-17/35

Dated 28<sup>th</sup> August, 2020

To PGM(Fin)/All GMs/ CE(Civil/Electrical), Circle Office,  
PGM/GMs, All Business Areas, Kerala

**Sub:- Online Attendance System -reg**

Online Attendance system is operational in Kerala Circle with effect from 01.08.2020. It has been decided to implement the following with effect from 01.09.2020 :

- (1) The absentee statement will be prepared from the reports drawn from the online reports which will be made available for the controlling officers in the online system. While preparing the absentee statement, the following will be observed :  
In all cases where the attendance Mark-IN time goes beyond 10.00 am three times (for all staff coming on general duty), half a day casual leave will be deducted by the controlling officer from the leave record and in case casual leave is not available other eligible leave will be deducted.
- (2) In case the controlling officer so decides to exempt any specific employee or officer from the above rule, the specific reasons for such exemptions must be written in the statement and got approved from the next senior officer under whom the controlling officer responsible for granting leave is working.
- (3) Wherever leave is not properly entered in the ESS portal pertaining to any employees, the controlling officer will ensure that such cases are marked absent and leave deducted by the pay disbursing officer as per the reports generated in the online system, the basis of which will form the absentee statement. It will be the responsibility of the controlling officer to deduct all leaves in a timely manner.
- (4) For all employees coming on shift/rotation duty, it will be the responsibility of the controlling officer to certify that the TIME-IN and TIME-OUT is as per their assigned duty time and the TIME-IN has not crossed more than half an hour three times in a month.
- (5) A separate mobile app for all field staff is also being developed and will be published shortly. All field staff below the rank of JTOs can use the mobile app to log-in to the attendance portal in case they are going for field duty and do not have access to computer. All staff in field are expected to log-in every day in the online system.

The above instructions are applicable for all officers right from Chief General Manager to Assistant Telecom Technicians in BSNL Kerala Circle with effect from 1<sup>st</sup> September, 2020.

The reports generated in this online attendance system will be a part of the internal check/administrative inspection reports henceforth.

This is issued with the approval of the competent authority.

  
( R. Sathesh )

General Manager (HR/Admn)