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भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

अरविन्द वडनेरकर

निदेशक (एचआर)

ARVIND VADNERKAR

Director (HR)

BSNL Board

D.O. No: BSNL CO-ADMN/62/6/2020-ADMN

Dated 23.02.2023

Dear CGMs

A new online attendance system has been implemented in all Circles pan-India across all levels of the organization w.e.f. 1st January, 2023. The system has been integrated with ERP system in accordance with the guidelines issued by Corporate Office vide OM No. BSNLCO-A/11(25)/4/2022-ESTAB dated 02-09-2022.

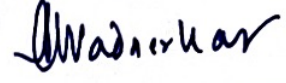
The system has been developed after considerable brain storming and ample thought process at senior management level so as to keep a balance between discipline and convenience. Accordingly, sufficient relaxations have been incorporated in the rules/system like - shift duty, attendance marking window of \pm 30 minutes, compensation of up to 4 hours absence during a Calendar month, facility to condone Late Attendance up to one hour by Controlling Officer, giving option to the controlling officer to mark non-attendance cases as On Duty/On Tour/ On Training/ Compensatory off/ Exceptional reason (like Transfer case, Loss of SIM, Loss of Mobile etc). Further, Circle Nodal can exempt any attendance if it could not be marked because of system issues. Apart from it, facility of marking attendance through mobile app has also been provided to cater to the needs of staff who are on the field duty.

In this regard, I would like to state that if any employee becomes late due to one reason or other, he/she need not panic because he/she can take recourse to the above mentioned relaxations. **In no case, whatsoever, the employee shall ask his colleague or subordinate or any other official to mark his attendance on his behalf because it is not only morally and ethically wrong but it also tantamount to fraudulent activity and a misconduct.** Please appreciate that such action may be traced back to the employees at any subsequent time in future because a digital trail of mobile location & IP address at the time of marking attendance is maintained in the system. If any employee resorts to such unethical and unlawful action, both the employee and the official who is marking the attendance on his behalf, are liable for severe departmental action as per extant rules and guidelines.

Contd.....

I, therefore, urge each one of you to educate the staff under your jurisdiction to adhere to the office timings and follow the system in letter and spirit.

With best wishes



23.2.2023
(Arvind Vadnerkar)

To,

**All CGMs
BSNL Circles**

Copy through intranet to:

1. The PPS to CMD, BSNL/All Directors, BSNL Board/CVO, BSNL.
2. All CGMs/PGMs/Sr GMs/GMs, BSNL CO.
3. All employees for information & necessary action please.