BHARAT SANCHAR NIGAM LTD.

(A Govt. Of India Enterprise)

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No. BSNLCO-ADMN/62/6/2020/ADMN-Pt(1)   Dated 22nd Nov, 2022

To

All Chief General Manager, BSNL Circles
All Unit Heads, BSNLCO

Sub:- Guidelines for Attendance Statement Preparation through Online Attendance Portal

In pursuance to guidelines issued vide BSNL Corporate Office OM No. BSNLCO-A/11(25)/4/2022-ESTAB dated 02.09.2022, provisions have been made in the Online Attendance System by Kerala Circle Team. Further, the integration of Online Attendance System with ERP has also been done and test of the integrated system is underway. In this regard, letter of even number dated 12.11.2022 issued by this office is enclosed for reference.

As mentioned in aforesaid letter, after completion of a calendar month, controlling officers will have 15 days time to check and update/complete attendance statement of their subordinates by logging into their account in online attendance portal and submit the same for further processing by Attendance System/ERP System.

(i) The officers should submit monthly attendance statement online of their subordinates before 15th of every month for the previous month.

(ii) All types of leave pertaining to previous month must be applied and approved through ERP before submission of the monthly attendance statement.

(iii) Controlling officer has to update his/her decision on Non-Marked/Partially marked days with suitable options. Some of the decisions also has to be approved by reviewing officer before 15th of every month.

Kerala Circle has prepared a step by step procedure for generating Attendance Statements which is enclosed herewith (Annexure). In order to complete the process, the Controlling Officers and Reviewing Officers should follow these steps and complete the attendance statement for all their subordinates before 15th of succeeding month.

22/11/2022

(S. P. Singh)
General Manager (Admin)

Encl: (i)   Annexure (Step by step procedure)
       (ii) Letter No. BSNLCO-ADMN/62/6/2020/ADMN-Pt(1) Dated 12.11.2022

Copy through intranet to:
1) PS to CMD, BSNL – for information please.
2) PS to All Directors, BSNL Board– for information please.
3) CGM, Kerala Circle, BSNL – for information please.
4) PGM(Estt)/Sr.GM(CIT)/GM(Pers)/ DGM(ERP), BSNL Corporate Office- for information and necessary action please.

Procedure for generating Attendance Statement

Steps:
1. Circle Home Page→ Login→Enter Mobile No→Enter OTP→Go
2. In the Logged Home Page → Click Statement Button
3. Click on Subordinate Name
4. For setting Statement period,
   a. Start date is default set by system as the next day of last submitted date cannot be modified
   b. End date is normally last day of month, If any Place/Post transfer during the statement period with a shift change, then Split the period with in the month.
   c. Select Shift Group→ All time calculation in statement is depends on this.
   d. Select Circle(s) →If employee has worked more Circles during statement period select the respective circles.
   e. Click→ Initiate.

After *'initiate'* a detailed day wise report page will be displayed with system calculated data of attendance markings of the employee.
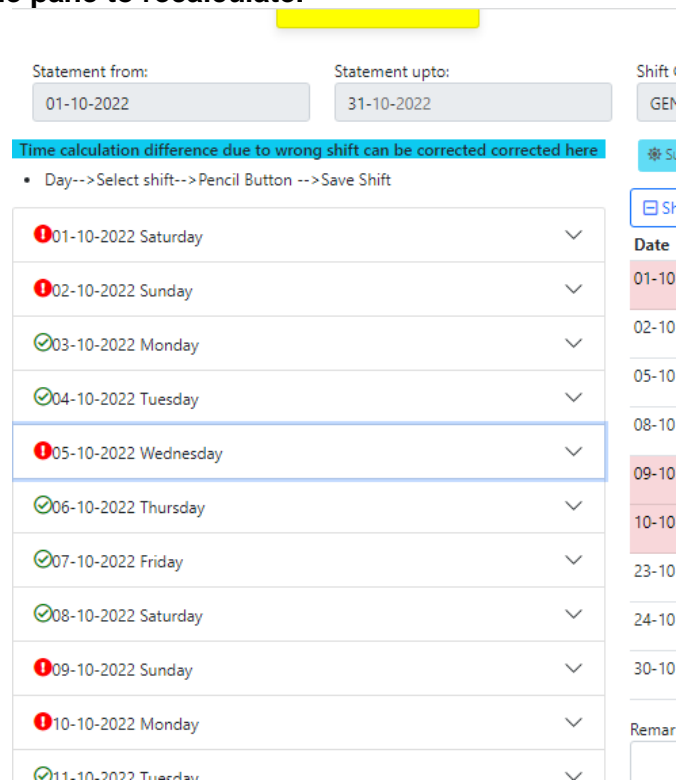

5. Controlling officers are required to select his/her decision on the field coloured as red. By clicking on **Show all dates** button he can modify the system decision other than the leaves captured from SAP.

6. Only **approved leaves** are captured from ERP, even if the leaves are approved and not shown in the right side pane leave table, you can click on **Pull leave from ERP** Button to capture leave.

7. After selecting your decision, add **Remark** and click on **submit for Approval**.

8. Some type of selection such as On Duty/Exceptional Reason etc. should be approved by higher authority. So proper justification must be typed in the remark area.
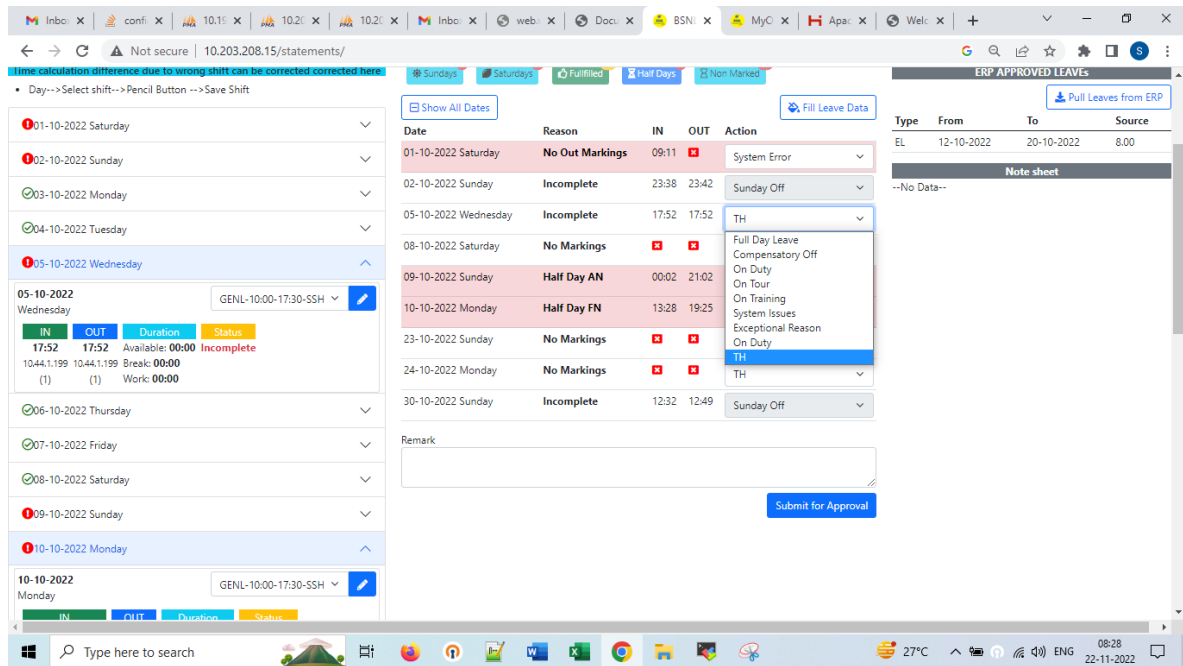
9. **If any calculation errors due to the inappropriate shift taken by the system, you can use the left side pane to recalculate.**

10. **Pull down** the particular day

11. Select appropriate **shift** which matches the IN and Out Time

12. Click **Pencil** Button

13. **System will display the new calculation according to the shift selected**.
14. Click **Save This Shift** Button to update the data
15. Click on **Show/Refresh** button.

16. The decision like **Full Day Leave/Half day leave** will be forwarded to ERP for updating in Employee SAP Leave data. The leave will be updated by the system depending on the leave quota availability with a priority sequence of CL, EL and Pay deduction.

17. If an employee wishes to avail a particular type of leave, it must be submitted through ERP.

18. **Full Day Leave** submitting through Attendance portal may lead to pay deduction if CL/EL quota is empty.

NB:-This document is prepared on 22/11/2022. It is described as per the rules or methods/features available in the system at the time of document preparation. These may be modified or deleted in future for a better interface.

BSNL CO-ADMN/62/6/2020-ADMN-Pt(1)　　　　　Dated 12-11-2022

Office Memorandum

Sub.: Integration of Online Attendance System with ERP - regarding.

The new online attendance system has been implemented for all employees of BSNL Corporate Office w.e.f. 1st September, 2022 and the same has been implemented in all Circles pan-India across all levels w.e.f. 1st October, 2022. Further, guidelines for action on absentee details has also been issued by BSNL Corporate Office vide OM No. BSNLCO-A/11(25)/4/2022-ESTAB dated 02-09-2022.

2.　　Now, the online Attendance System has been integrated with ERP system and testing is already going on. In this regard, a VC meeting was held on 11.11.2022 at 11.00 hrs in which concerned officers from Kerala Circle and officers from Admin, CIT and ERP wings of BSNL CO participated. During discussions many issues were discussed and decided, as enumerated below:

(i)　　Provisions are to be made in Attendance System by Kerala Team to implement instructions issued vide OM dated 02-09-2022 issued by BSNL CO on the following:

(a)　Attendance marking window of 30 minutes plus/minus in the morning and evening to be allowed as per guidelines.

(b)　Facility for not allowing Flexible time for some employees like CSC duty, Shift duty etc. to be implemented, either through Controlling Officer or Nodal Officer.

(c)　Departure before 1.30 pm or arrival after 02.00 pm to be considered full day absence in case of general shift duty. Similar action to be taken for shift duty also.

(d)　Facility to condone Late Attendance upto one hour on maximum two occasions in a calendar month by Controlling Officer to be implemented.

(e)　Maximum 4 hours in total absence during duty hours (between arrival and departure) in a Calendar month may be compensated in the same calendar month by extra working beyond office hours. Excess absence to be treated for deduction of leave.

(f)　Leave Data to be fetched from ERP on completion of the month at midnight of last day and should be populated against non-marked or short-attendance days in Attendance System. Thereafter, Controlling Window should be made available for updating records by Controlling Officers from 1st to 15th day of succeeding month.

(g)　The Controlling Officer to be given option to mark non-attendance or short-attendance cases as any one of the following as the case may be:
　　i. Absent
　　ii. Condoned (Up to one hr late arrival on max 2 occasions)
　　iii. Compensatory Off

contd.

      iv. On Duty
      v. On Tour
      vi. On Training
      vii. System Issues
      viii. Exceptional Reason (like Transfer case, Loss of SIM, Loss of Mobile (3 days max)

(h) After filling of the option by the Controlling Officer and completion of Controlling Window period, leave data for FN Half day, AN Half day, or Full day for the specific days of absence as per calculation in the Attendance System should be updated in the Absentee Database. The updated Attendance Data will be shared with ERP through Interface on 16th of succeeding month.

(i) On receipt of Attendance data from Attendance System, ERP System will re-verify the absence data with the Employee leave records in ERP and update the absent days as leave as per information received from Attendance System. Nature of Leave will be decided by ERP system as per guidelines issued by BSNL CO vide OM dated 02-09-2022. Action by ERP will be completed latest by 20th of succeeding month ie. before Paybill Cycle.

3.   Further, the following action plan was also agreed mutually for testing and implementation of the guidelines dated 02.09.2022 issued by Estt Section consequent upon integration with ERP:

a. For transfer of Leave Data from ERP to Attendance Portal- Interface to be tested and made ready by 14.11.2022

b. Controlling Window for Oct'2022 month to be made available to Controlling Officers from 15.11.2022 to 22.11.2022 for testing purpose. In this regard, suitable SMS will be given to all through Attendance Portal for information and necessary action by Controlling Officers.

c. For transfer of Absentee data from Attendance Portal to ERP – Interface to be tested and made ready by 28.11.2022.

d. ERP Team to take 'Test Action' on Absentee data of Oct'2022 month received from Attendance System in ERP system and give feedback by 30.11.2022 for corrective action, if any.

e. Similar test to be done for Nov' 2022 month attendance during Dec' 2022 month.

f. After successful testing and trials, enforcement of attendance guidelines dated 02.09.2022 issued by Estt Section, BSNL CO may be done from 01.01.2023.

(S. P. Singh)
General Manager (Admin)

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