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

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

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)

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