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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 BSNLCO-ADMN/62/6/2020/Admn.

Dated 28th Sept, 2022

Dear CGMs of All Circles,

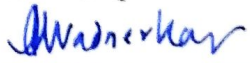
As conveyed in my earlier letter dated 25.08.2022, the Online Attendance system is to be implemented on pan-India basis **w.e.f. 01st October 2022** with a view to inculcate punctuality and achieve optimum utilization of manpower in this highly competitive market scenario.

The new online attendance portal can be accessed only on BSNL LAN through IP address <http://10.203.208.15>. After entering the portal, mobile number registered with HRMS number is to be entered and 'Mark Attendance (Get OTP)' tab is to be clicked. Then, OTP received on the mobile is to be entered in the window and tab 'Attendance Mark IN' needs to be clicked. This will mark the attendance. Similar process is to be followed while marking attendance at the time of leaving the office.

To facilitate attendance marking for field employees, a Mobile App is also made available by Kerala Circle. Concerned Circles/BA Heads may allow marking of attendance through mobile app to only such employees who cannot mark attendance through online-portal. For shift duties and CSCs, based on the requirement of the Circles/BA, designated Nodal Officer at Circle can make changes as per guidelines issued by the concerned circles. As and when employees are transferred/ new employees join, nodal officers in the Circles should modify the employee data accordingly. For any technical support regarding implementation and operation of the attendance portal, Kerala Circle may be contacted.

All the Circle Heads are requested to ensure that the staffs under their jurisdiction start marking attendance in new online attendance portal as per the scheduled timeline. I urge each one of you to take proactive action so that the new attendance system is implemented pan-India successfully in letter and spirit.

With warm regards.


28.9.2022
(Arvind Vadnerkar)

Copy to:

1. The CMD, BSNL.
2. All the Directors, BSNL Board & CVO BSNL, New Delhi.
3. All CGMs, BSNL Circles for necessary action.
4. All CGMs/PGMs/Sr GMs/GMs of BSNL CO, New Delhi.
5. CGM, Kerala Circle for information and necessary action.
6. All employees of BSNL.