



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd.Office: Janpath: Bhubaneswar

AW-LW-VI-1/2012- 11693

Dated, 29.06.2013

OFFICE ORDER

OPTCL management has introduced Biometric Attendance System on pilot basis w.e.f. 01.04.2013 to encourage employees to form habit of giving thumb impression through Biometric Attendance System. Now it has been decided to implement Biometric Attendance Management System in integration with Leave management system and Pay roll system of e-Shakti w.e.f. 01.07.2013 with the following principles –

- i) Employees will be allowed to come to the office up to 10.15 AM. If the employee is late beyond 15 minutes and up to 30 minutes (i.e. 10.15 AM to 10.30 AM) three times a month, then one day C.L. will be deducted. If late is beyond 30 minutes and up to 1.30 PM then half day C.L. will be deducted.
- ii) If the employee leaves office before 5.00 PM, and after 4.45 PM, three times a month then one day C.L. will be deducted. Leaving office after 2.00 PM and before 15 minutes of closer time then half day C.L. shall be deducted.
- iii) The normal lunch break is 30 minutes i.e. from 1.30 PM to 2.00 PM. employees shall be allowed to go for lunch for a period of maximum up to 1.00 hour during the period from 1.30 PM to 2.30 PM by signing in the register with time of leaving and time of return to office. The security person engaged in the exit/entrance shall be the custodian of the register. The Executive-in-charge of Biometric Implementation may monitor the same.
- iv) Manual register may be provided in the entrance/exit so that the employees who are leaving office during the office hour may enter the same in the register, the time of leaving and entering the office. The security person engaged in the exit/entrance shall be the custodian of the register. The Executive-in-charge of Biometric Implementation may be monitor the same.
- v) If the employee is required to attend official work outside the office then the Controlling Authority of the employee shall approve (not below the rank of AGM) the statement for the period of absence from the office for regularisation. The Executive-in-charge of Biometric Implementation shall submit the attendance statement to the concerned employees at the end of each month for needful reply with approval of the controlling authority person concern. After integration with e-Shakti, manual attendance statement shall be dispensed with gradually.

- vi) If the employee leaves office at 5.00 PM and comes to the office again because of some reason she/he should give the impression again. The employees coming to the office on Holidays should also give their attendance.
- vii) The senior officer in the rank of GM and above (upto CGM), who are attending meeting at Secretariat/ OERC/any other forum, may mark the attendance after returning from such meeting outside the office.

All the employees are to follow the above stipulations scrupulously.

Sri A. K. Das, AGM(HRD)-I is the Officer-in-charge for Biometric Attendance Management System. Sri U. K. Baliarsingh, JM(IT) will be responsible for trouble-shooting and integration issues pertaining to the System.

DIRECTOR (HRD)

Memo No. **11694**

/Dated, 29.06.2013

Copy to all Functional Directors / Sr GM(PS) for information and necessary action.

AGM(HRD)-I

Memo No. **11695**

/Dated, 29.06.2013

Copy to DGM (IT) for uploading the office order in the OPTCL website.

AGM(HRD)-I

Memo No. **11696⁽³⁾**

/Dated, 29.06.2013

Copy to all notice board of OPTCL/ GRIDCO/ SLDC for kind information of the employees.

AGM(HRD)-I