

ଓଡିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଟି.



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd. Office: OPTCL TECH TOWER, Janpath, Saheed Nagar,
Bhubaneswar, Khurda, Odisha-751007Telephone: (0674) 2542269, 2542743 (EPABX), Website: www.optcl.co.in

CIN: U40102OR2004SGC007553

No. GL-03/2023- 8649

/Dated, 25-05-2026

CIRCULAR**Sub: Compliance of Biometric Attendance System and Guidelines for Nodal Officers for Biometric Registrations/ Profile updation of employees under their jurisdiction**

With reference to the circular no 15329, dated- 25.08.2025, various office units/ locations across OPTCL & SLDC have been tagged under Biometric Attendance System and integrated with the Leave & Payroll Module of SAP system.

However, various discrepancies and irregularities are occurring in the biometric attendance system in different Biometric units such as:

1. Failing to mark attendance through BAS
2. Proceeding on leave or tour without prior approval of the Leave Sanctioning Authority in SAP
3. Proxy biometric attendance
4. Unauthorized departure from the office premises during working hours
5. Improper maintenance of biometric records

The above issues have adversely affected the reliability of the attendance monitoring mechanism. In order to ensure transparency and proper monitoring of attendance to avoid any issue that may impact the leave & salary of the employees, the following guidelines may be adhered for strict compliance by all employees and nodal officers (concerned unit heads) with immediate effect:

1. All employees shall mandatorily mark their attendance through the Biometric Attendance System.
2. No employee shall proceed on leave or tour without prior approval of the Leave Sanctioning Authority in SAP.
3. No employee shall permit or attempt proxy attendance by using another employee's biometric credentials or any unauthorized means. Any such act, including attempted proxy attendance, shall be treated as misconduct and may invite appropriate disciplinary action.
4. Any unauthorized departure from the office premises during working hours shall be treated as a violation of office discipline and may invite appropriate action.
5. Attendance records generated from biometric devices shall be treated as official records for administrative purposes.

A. Registration of Biometric Credentials

The existing biometric credentials data shall be deregistered and all employees are required to complete the re-registration process within 30th June 2026. To facilitate the above process, the Unit heads of field units shall act as Nodal Officers.

IT Department shall facilitate re-registration of employees of Hqrs office.

B. Registration Process:

1. The employees must bring their ID cards at the time of re-registration.
2. The employees are advised to cooperate to complete the process positively within the prescribed time limit.

Failure to complete the re-registration process may result in inability to mark attendance which may consequently affect the leave & Payroll.

C. Role of Nodal Officers:

- The Nodal Officer is the authorized person for Biometric Registration/ Profile updates (Fingerprint & Face) of the employees under his/ her unit.
- The Nodal officer shall carry out admin activities through his/ her own biometric authentication & physical device key.
- In case of new registration or any change in biometric profile, the Nodal officer shall communicate the details to Biometric IT Team, OPTCL. The duly filled & signed Biometric Registration Form shall be submitted to Biometric HR & IT Team, OPTCL as per the attached template (mail id: **hr_biometricsupport@optcl.co.in & biometricsupport@optcl.co.in**).
- The Nodal Officer shall be responsible for verifying the authenticity and identity of the employees giving biometric to avoid any proxy attendance.
- The nodal officer upon transfer/retirement shall hand over the biometric device key to the new incumbent which may be communicated to Biometric HR & IT Team for transfer of the Admin Privileges to new officer.

Any lapse, negligence and non- adherence may attract administrative action as per extant rules.

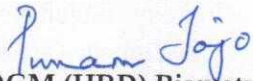
This issues with the approval of the Competent Authority.


Chief General Manager (HRD)

Memo No. 8650.

/Dated, 25-05-2026

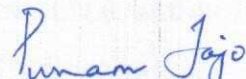
Copy forwarded through e-mail to all Unit Heads /Medical Officer, Power Hospital I/C for information and necessary action. All Unit/Branch heads are requested to circulate among all subordinate staff under their control for information and ensure re-registration of all employees.


DGM (HRD) Biometrics

Memo No. 8651

/Dated, 25-05-2026

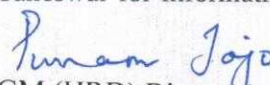
Copy forwarded through e-mail to the CGM (IT), OPTCL Headquarter, Bhubaneswar for information and necessary action. She is requested to upload this circular in the official website of OPTCL.


DGM (HRD) Biometrics

Memo No. 8652

/Dated, 25-05-2026

Copy forwarded through e-mail to the GM (HRD) SAP/ GM (HRD) NEE/ GM (HRD) Pension/ GM (HRD) MPP&R/ GM (HRD) Land Section/ GM (HRD) IR/ DGM (HRD) General Admin/ DM (HRD) EE, OPTCL Hqrs Office, Bhubaneswar for information and necessary action.


DGM (HRD) Biometrics

Cc to:

1. Sr. PS to CMD for kind information of CMD.
2. Sr. PS/ PS/ PA/ Steno to all Functional Directors of OPTCL for kind information of Functional Directors.