



BSNLCO-A/11(25)/4/2022-ESTAB

Dated: 29.08.2023

OFFICE MEMORANDUM

Subject: Online Attendance System in BSNL.

In partial modification to this office OM of even No. dated 02.09.2022 regarding implementation of online attendance system in BSNL paras (v), (vi), (vii) and (viii) of the OM is amended as under: -

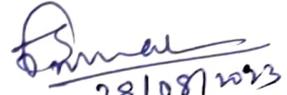
Para No. of OM dated 02.09.2022	Existing provision of OM dated 02.09.2022	Amended As
v.	Non-Completion of duty hours will result in deduction of half day/ full day casual leave based on the actual working hours attended on the day.	Non completion of duty hours will be considered as absence from duty for half/full day if approved leave is not available in ERP.
vi.	Early departure before 01.30 PM and late attendance after 02:00 PM will be considered as absence for whole day and result in deduction of full days casual leave.	Early departure before 01.30 PM and late attendance after 02:00 PM will be considered as absence for whole day if approved leave is not available in ERP.
vii.	In case of non-availability of casual leave at credit of the employee, one Earned Leave will be treated equivalent to two half CL on account of shortfall in duty hours. Since EL cannot be deducted in halves, any single instance of short attendance equivalent to half CL which cannot be adjusted against EL in a particular month will be carried forward for adjustment/deduction in future but not beyond the calendar year or the date of superannuation / retirement / end of service, whichever is earlier	Absence from duty / non-completion of duty hours / shortfall in duty hours will be considered as absence for half/full day, as the case may be, and will result in deduction of full day salary (i.e. Basis pay + DA) for such days. The deduction will be made from the salary of the employee for the following month in case such absence is not regularized. Further, such absence can be regularized, as per applicable rules, by concerned HR/Admin /controlling officer. Once the absence is regularized by the competent authority, the admissible salary for such regularized period will be released in next salary cycle
viii	In case of non-availability of CL / EL, the shortfall in duty hours shall result in deduction of half a day salary / full day salary (i.e., Basic pay + DA), as the case may be.	

- 1 / 2 -

Amal
29/08/2023



2. The modified instructions, as above, will be effective from 01.08.2023.
3. The remaining provisions of the OM of even number dated 02.09.2022 will remain unchanged.
4. This issues with the approval of Competent Authority.


29/08/2023

(Sanjeev Kumar)

Assistant General Manager (Estt. I)

Tel. No. 23037477

To,
All CGMs/Unit Heads of BSNL

Copy to: -

1. PPS to CMD, BSNL Board, New Delhi.
2. Sr. PPS/PPS to all Directors, BSNL Board, New Delhi.
3. CVO, BSNL CO, Eastern Court, Janpath, New Delhi.
4. All CGMs/PGMs/Sr. GMs/GMs, BSNL CO, New Delhi.
5. GM (Admin), BSNL Corporate Office, New Delhi – for incorporating necessary changes in the online attendance system.
6. GM (Pers.), BSNL Corporate Office, New Delhi – for arranging to effect necessary changes, as may be required, in ERP.
7. Intranet BSNL.