

Corporate Office
Admin & PR Branch
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. BSNL CO-ADMN/62/6/2020-ADMN-Part(1)

Dated 14.2.2023


Office Memorandum

Sub.: Implementation of New Online Attendance System in BSNL-regarding

Kindly refer to this office letter of even No. dated 22-11-2022 vide which guidelines for preparation of monthly Statement in Online Attendance Portal was circulated. Further, vide letter of even No. 12-12-2022 decision regarding enforcement of the attendance rules through ERP system w.e.f. 01.01.2023 was conveyed. It was also conveyed that all the Controlling Officers shall be responsible to submit monthly attendance statement of their subordinates in Online Attendance System within stipulated timeframe from 01.01.2023 onwards. The Monthly Statement for Jan 2023 is to be submitted by Controlling Officers by 15.2.2023 as per schedule. However, as it is the first time, a grace period up to 19.2.2023 is being allowed in the Attendance Portal.

2. Therefore, it is requested to 'Login' in the Attendance Portal and submit 'Statement' of all your subordinates **positively before 19.2.2023**. Employees who fail to submit monthly statements for their subordinates by 19.2.2023 will not be allowed to mark attendance on 20.2.2023 until they submit Statements of all of their subordinates. For submitting Statement in Attendance Portal, kindly Login through login tab on left top corner of the portal. After login, click Statements tab. You will see tabs with names of your subordinates. After clicking names of your subordinates, you have to submit statement for all your subordinates one by one after completing their records. Work flow for submitting statement is as below:

LOGIN—> Statements—> Subordinate Name—> fill records/comment —> Submit


14/2/2023
(Shambhu Prasad Singh)
General Manager (Admin)

To,

1. All CGMs/Unit Heads of BSNL

Copy to:

1. PPS to CMD, All Director of BSNL Board, CVO BSNL
2. CGM, Kerala – with request to take necessary action.
3. All CGMs/PGMs/Sr.GMs/GMs BSNL CO
4. BSNL Intranet.

Regd. & Corporate Office.: Bharat Sanchar Bhavan, H.C. Mathur Lane, Janpath, New Delhi-110001
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