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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 25 August, 2022

Dear CGMs & Unit Heads of BSNL CO

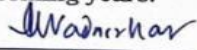
For sustainability and growth of any organization, discipline in the rank and file of the organization plays a major role. Apart from being dedicated and devoted employee, we should adhere to the office timings scrupulously. It will not only enhance the efficiency of our organization but will also improve our image in the eyes of general public - our customers.

In this regard, it is intimated that w.e.f. 1st August, 2022, a new online system has already started for executives of Corporate Office for marking their attendance on the portal accessible only on BSNL LAN with IP address: <http://10.44.112.19>. This portal has been developed by Kerala Circle which has been given the responsibility for developing it for all BSNL Circles. It is now decided that:

- i.) All non-executives of BSNL Corporate Office shall also mark their attendance in the new online attendance portal instead of current biometric attendance system w.e.f. 1st September, 2022 as per the procedure outlined in the letter dated 05.08.2022 (Copy enclosed) from GM (Admin), BSNL CO. It shall be the responsibility of the Unit Head to ensure that the staff under their control shall start marking the attendance as per above schedule. A Desktop/laptop available in their unit may be assigned for this purpose.
- ii.) All Circle Heads shall implement the new attendance system in their Circle w.e.f. 1st October, 2022. Circle Heads may contact Kerala Circle for further necessary action in this regard. It shall, however, be ensured that the above timeline is followed in letter and spirit.

I hope that with the support from Government in the form of recently announced revival package and with its proactive dedicated, disciplined and hardworking work force, BSNL shall touch new heights in the coming years.

With warm regards.


25.8.2022
(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 for necessary action.
5. CGM, Kerala Circle for information and necessary action.
6. PGM (Estt), Sr GM (CA), Sr GM (CIT), GM (Pers), GM (EF) BSNL CO for necessary action.
7. All employees of BSNL.

पंजीकृत एवं निगमित कार्यालय : भारत संचार भवन, हरीश चन्द्र माथुर लेन, जनपथ, नई दिल्ली-110001
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