



MAHAVITARAN
Maharashtra State Electricity Dist.Co.Ltd.
(A Govt. of Maharashtra Undertaking)
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ED(HR)/BTAS/ 10263
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Date : 07th April 2015

CIRCULAR

Sub:- Implementation of Biometric Time and Attendance System at MSEDCL.

Ref:- Letter No. ED (HR)/ Circular/8288 dated 19/03/2010.

The instruction for implementation of Biometric Time and Attendance System at MSEDCL upto Division have already been issued vide letter under reference.

2. Now it has been observed by the authorities that Biometric Time and Attendance System is not being updated for making attendance as well as attendance data generated by the Biometric Time and Attendance System is not being integrated with HRMS to calculate the employees' suggested salary.
3. The instruction issued vide letter under reference are to be followed scrupulously. The attendance for the month of April 2015 is to be linked with salary for May 2015 likewise. In case of any problem at the time of implementation of these instructions, same is to be resolved with the help of HRMS Cell and IT wing.
4. It is to bring to the notice of all concerned that if the above instructions are not followed the responsibility will be fixed on the concerned and disciplinary action will be initiated against the defaulters.

(Dr. Murahari Kele)
Executive Director (HR)