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Maharashtra State Electricity Dist.Co.Ltd
(A Govt. of Maharashtra Undertaking)
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HRD/O&M/F.No.2/ **03253**
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Date : **02/02/2015**

C I R C U L A R

Sub : Timely attendance and strict observance of office hours.

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The hours of working for all the employees in Administrative offices as well as in field offices of the company are prescribed under Service Regulation No 19 and 20. As such it is necessary to attend the office in time for every employee working in the Company. The instructions to follow the office hours strictly were also issued from time to time in the past. However, in spite of repeated instructions, it is observed that, many of the employees either attend the office late or leave office early than the prescribed hours of working. It is also observed that, many of the employees are not available when the emergency situation occur causing unrest in the consumers and delay in attending such emergency situation.

2. It is to bring to the notice of all concerned that the instructions for implementation of Biometric Time & Attendance System (BTAS) up to the level of Division Office vide Letter No. EDHR/Circular/8288 dated 19.03.2010 are issued. Accordingly, the BTAS has already implemented at all offices of the Company. The detailed instructions to integrate the attendance data generated/retrieved through BTAS with HRMS for calculations of monthly salary of the employees were also issued vide the said Circular.

3. It is mandatory on the part of every employee working in the Company to observe working hours. As such, all the controlling authorities/head of the offices are therefore required to go through the instructions regarding observance of working hours issued in the past and surprise visits to the offices under their jurisdiction for inspection of attendance is to be carried out. The concerned Authorities shall also take the appropriate disciplinary action against the defaulters as per the provisions laid therein MSEDCL Employees' Service Regulations.

4. While observing the working hours in respect of employees who are required to travel frequently from one place to another on account of official work other than the office where his attendance is maintained and such employee is not able to mark his attendance, the concerned controlling authority shall certify his/her attendance. However, the concerned authorities while certifying the attendance shall take precautions that such absence of an employee / the employee has not marked his attendance is on account of official work only.

5. All the concerned are also requested to take the note of the various instructions issued from time to time regarding strict observance of hours of working and the concerned controlling authority/head of the offices shall be responsible for deviation in such matters. Also, the data of attendance shall be integrated with HRMS for calculating and disbursement of salary of the employees. Accordingly, the procedure/instructions issued vide letter dated 19/03/2010 shall be followed.

6. This circular is available on Company's RAPDRP Portal.



(Dr. Murhari Kele)
Executive Director (HR)

To,

All as per mailing list of MSEDCL up to Division level