MAHAVITARAN

OFFICE OF THE EXECUTIVE DIRECTOR (HR)

Tel.: 2642 2211 / 26475128 (P) Fax: 26476813   email : edhr_dist@mahadiscom.in
Plot No.G-9, "Prakashgad", Anant Kanekar Marg, Bandra (East), Mumbai - 400 051.

No.EDHR/Circular/ 8288

Date:-19/03/2010

To,

1) The Chief Engineer, M.S.E.D.C.L.
   AMTZ Akola/AZ,A'bad/BZ,Bhandup/Jalgaon Zone/KZ, Ratnagiri/ KOPZ, Kolhapur/
   KLNZ,Kalyan/LZ.Latur/NZ,Nanded/NSKZ.Nasik/ NZ. Nagpur/ NUZ.Nagpur/
   PZ,Pune/Baramati
2) All Supdt.Engineers, Circle, MSEDCL

Subject: Implementation of Biometric Time & Attendance System (BTAS) at

MSEDCL up to Division level before 15ᵗʰ April, 2010.

Ref. : Maharashtra State Government Circular No. मातसं /२००९/१२४/३१

The Maharashtra State Government has issued instructions for implementing BTAS in all the Government departments so as to optimize the resource utilization and enhance productivity. Biometric is the most secure and convenient authentication tool. The system measures physical characteristics like finger prints so as to authenticate individuals identity. The system has foolproof mechanism to generate authenticated attendance data. The system is practical and cannot be manipulated.
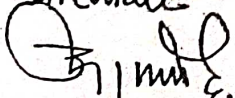
The BTAS system is to be implemented up to Division level on or before 15ᵗʰ April, 2010. The Biometric machines will be procured by the Superintending Engineers of the respective Circles. General guidelines for implementing the system are mentioned below, however the details regarding BTAS are also available on www.maharashtra.gov.in

General Guidelines for Implementing BTAS at MSEDCL:

❖ The system should be installed up to Division level in all Zones.

❖ The employee data in the system should contain following information.

  ✓ Name of the employee and CPF No.
  ✓ Details of employee department, cadre etc.
  ✓ Place of routine attendance.

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❖ The data feeding, updating and retrieval of data will be done by the system administrator of the Biometric company under the supervision of JE (Working as nodal officer for BTAS) and GAD head at respective office.

❖ Some employees have fixed head quarters and some may have more than one headquarters or are needed to tour within their jurisdiction. Employees having fixed headquarters are required to mark their attendance on a fixed machine. However, employees touring within the jurisdiction should be able to mark their attendance in any of the offices under their jurisdiction.

❖ The attendance data generated by the BTAS should be integrated with HRMS to calculate the employee's suggested salary. The word suggested is being used because due powers will be vested with drawing and disbursing officer and the Head of the Department to allow changes to be made in the salary bill generated by the software. For e.g.. If an employee is sent out side the jurisdiction for some official work and is unable to mark his attendance on BTAS then the employee's absence will be compensated on the report either manually or preferably by making certain entry by Competent Officer.

❖ The system also gives reports on late coming, early going, absence from the duties for each employee. The Competent Authority will initiate necessary action against such employees.

❖ The existing Attendance System will be gradually replaced by the new Biometric System.

The Concerned may initiate immediate action for implementing BTAS on or before 15ᵗʰ April, 2010.

Executive Director (HR)

Copy s.w.rs.to:
1.Managing Director M.S.E.D.C.L.
2.Director(Operations)/Director(Projects)/Director(Finance),MSEDCL,Mumbai
3.Director (V&S),MSEDCL,Mumbai
Copy f.w.cs.to:
1.Regional Executive Director-I/II/III, MSEDCL
2.The Executive Director (CP)/(Project)/(Comm), MSEDCL, Mumbai
Copy to:
1.All Heads of Deptt. in Corproate Office, Mumbai
2.All Supdig.Engineers, MSEDCL
3.Executive Engineers in Field, MSEDCL