

MIS DIVISION CIRCULAR

CWC/MIS/CO/MIS Div

Dated 14.10.2020

Sub.: Verification of attendance through Biometric Machine and Handy HR Mobile Application.

A few officials have approached MD/Dir(M&CP) for regularization of their attendance on the plea that they have marked their attendance in the morning or evening through the Handy HR Mobile App, but their attendance has not been captured / reflected in the HRMS.

In aforesaid matter, the Competent Authority ordered a joint verification of the functioning of the Biometric Attendance Machine (**BAM**) as well as **Handy HR Mobile App**.

The committee members (Sh. Naveen, AGM (SP&C), Sh Alok, AGM/Estt and Sh Anshu JS/MIS) marked their attendance on two consecutive days (24 &25.09.2020). They have found that both **BAM** and **Handy HR Mobile App** have performed well, i.e. without any issue with respect to making of attendance as well as attendance reporting in the HRMS.

In view of above verification report and the fact that marking of attendance through Biometric Attendance Machine or Handy HR Mobile Application, is in use over more than six months and adequate advisory and instructions have already been issued to all concerned, the competent authority has decided to convey as under:

- (i) The Handy HR is an additional help. It is the personal responsibility of each employee to appropriately use Handy HR. **Otherwise, they are always free to use Biometric Attendance Machine (BAM).**
- (ii) Attendance shall not be regularised, on the plea/ground that Handy HR App or Biometric attendance Machine is not working, **except if the main system is down which is will be applicable for one and all.**

This issues with the approval of MD.

GGM/System

All HoDs

GM(P)

All Employee through e-office

Copy to:

- (i) Sr.PA MD,
- (ii) PS to Dir (Pers)
- (iii) SAM to Dir (Fin)