

SALARY ADMINISTRATION SECTION

OFFICE ORDER

The Himachal Pradesh State Electricity Board Ltd. is pleased to implement the instructions issued by The Secretary (AR) to the Govt. of H.P vide his letter No. Per. (AR) A (3)-1/2023- dated 07.02.2023. The attendance of all officers / officials working in HPSEBL, by way of Bio-Metric System be made operational forthwith. The marking of attendance through Bio-metric Machines is mandatory for all the officers / officials working in HPSEBL. The following Guidelines & instructions are issued to strict compliance of all:-

Relevant Rules

Proviso under Fundamental Rule 17 (1) provides that an officer who is absent from duty without any authority shall not be entitled to any pay and allowances during the period of such absence. Further, Fundamental Rule 17-A provides that a period of unauthorized absence:-

- i. In the case of employees working in industrial establishments, during a strike which has been declared illegal under the provisions of Industrial Disputes Act, 1947, or any other law for the time being in force;
- ii. In the case of other employees as a result of acting in combination or in concerted manner, such as during a strike without any authority from, or valid reason to the satisfaction of, the competent authority.
- iii. In the case of an individual employee, remaining absent unauthorized or deserting the post.

Shall be deemed to cause an interruption or break in service of the employee, unless otherwise decided by the competent authority for the purpose of leave travel concession, quasi-permanency and eligibility for appearing in departmental examinations for which a minimum period of continuous service is required.

Leave not to be presumed Absence without leave is an infringement of discipline, which, unless satisfactory explanation is submitted, will be severely dealt with, Leave must be applied for and sanctioned before it is taken, and it is only in cases of sudden and serious illness, or other exceptional circumstances to be proved to the satisfaction of the officer concerned, that the rule can be relaxed. Private Secretaries, Personal Assistants Stenographers and Peons attached to officers should not leave office or proceed on leave without personally informing the officer concerned.

Standard Operating Procedure (SOP) for Biometric Based Attendance Monitoring System (BBAMS)

1. The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by IT Wing of HPSEBL, so far as the matter of attendance and related policy has been dealt for Under Secretary (HRD) shall be the Nodal Officer for implementing BBAMS.
2. The term "officials" used in these rules would include all the officers and other staff of HPSEBL & outsourced Staff.
3. All officials will be required to mark their arrival and departure time in Biometric Based Attendance Monitoring System machine without any exception.
4. In case, BBAMS is out of order / not working, all officers/officials will be required to mark their arrival and departure time in the attendance registers maintained in their respective Offices/Sections for that/those day/days. Whenever, the BBAMS system is functional, manual attendance report will not be applicable.
5. Marking in the attendance in system will start at 9:00 AM onwards. Therefore attendance marked before 9:00 AM should not be considered.
6. The office timings are from 10:00 AM to 05:00 PM with 30 minutes of lunch break from 01:30 PM to 02:00 PM and these are to be scrupulously observed. Each official has to put in at least 7 Hrs. on each working day during the week. Any member of the staff may, however, be required to work beyond office hours or on holidays (except Independence Day and the Republic Day), if his work is not up-to-date or the business of the Department demands. The Branch/Section-in-charge is authorized to require him to do so on such occasions.
7. The Head of The Department may order in the interest of work that the whole or part of the office shall remain open on any holiday. On holidays, on which the office is closed, one or more members of the office staff may if necessary, be called by the Branch/Section officer/Superintendent Grade-II to attend office to deal with work of urgency. This shall be compensated by granting compensatory leave.
8. In the morning, the time recorded between 10:00AM and 10:15AM would not be counted towards the shortfall as this is given for marking attendance in Biometric System. Thereafter, late coming up to 15 minutes may be relaxed for not more than 2 days in a week keeping in view the transport problem or any other unforeseen eventuality subject to the condition that the duration of late coming is compensated by sitting late in the evening, preferably the same day or any other day of the same week so that the total working hours during the week @ 7 Hrs. per working day maintained.
9. Similarly, early departure up to 15 minutes can be relaxed for not more than 2 days in a week subject to the condition that the duration of early departure is compensated by sitting extra time on any day of the same week so that at least 42 Hrs. of work time for the 6 day week is maintained.
10. Where an officer/official is required to go for an official meeting in another office directly from home or proceed in the late afternoon from where (s) he/she is not likely to

return to office, intimation to this effect will be furnished in advance to the Controlling Officer through Employee Portal.

11. In exceptional cases like consultation with doctors in Govt dispensary/hospitals/attending social obligation, etc., late coming in the morning/early departure in the afternoon up to two hours (maximum) will be allowed subject to the condition that prior intimation/approval of the immediate superior officer has been obtained and the duration of late coming /early departure is compensated by devoting such extra hours of work so as to ensure that 7 hours per working day is maintained.
12. While taking advantage of the above flexibility, if the working hours during the week @ 7 Hrs. per working day not maintained then disciplinary action may be initiated against the erring official as deemed fit under the rules.
13. Arrival in the office after 10:30 AM or departure before 04:30 PM will be reckoned as half day Casual Leave subject to other rules mentioned herein. This will be applicable till Casual Leaves are available in the account of officers/official. If casual leave of officers/official is exhausted, officers/official may apply for any other kind of leave applicable otherwise disciplinary action shall be initiated against erring officers/officials as deemed fit under the rules.
14. Any official availing half day Casual Leave in the forenoon will make arrival entry in the BBAMS up to 01:30 PM and the officers/ official availing half day Casual Leave in the afternoon will mark departure entry in the BBAMS at 01:00 PM or after.
15. Attendance reports would be available on the Employee Portal on daily basis and concerned officials shall get their attendance regularized in the following manner:
 - i. Monthly Leave statement in respect of officers/staff working under a section/office shall be made available on the DDOs Dashboard by 5th of following month. The necessary development to this effect will be taken up by the IT Cell of HPSEBL.
 - ii. It must be ensured by the official concerned that all the leaves are applied on the Employee Portal only and the concerned Establishment Section shall ensure that all such leaves for the previous month are duly sanctioned by 5th of the following month and Sanction Orders to this effect will also be available on the Employee Portal. Necessary development to this effect will be taken up by the IT Cell of HPSEBL.
 - iii. In case of commuted leave on medical grounds or Earned Leave overlapping two consecutive months, period of absence shall be kept under suspense and shall be regularized immediately after joining of official as elaborated at para 15 (ii) above. During this period, pay and allowances of official would be released. However, in case leave is not regularized after his joining of the office, pay and allowances of such official would not be processed further till such regularization. Responsibility for the same would lie on concerned official/Controlling officer / concerned establishment section as the case may be.
 - iv. While on the official tour, the concerned officials shall ensure that prior intimation to this effect is submitted in the Employee Portal and the same will be updated in



the Attendance System after approval of the Controlling Officer. IT Cell will ensure the necessary development.

- v. In case, any official is to visit local offices for official purposes and situation is such that such official would not be able to mark attendance in the system either in the morning or evening, prior intimation to this effect will be submitted through the Employee Portal along with details such as venue, date & time, purpose of meeting etc. and the same will be updated in the Attendance System after approval of the Controlling Officer. IT Cell will ensure the necessary development.
 - vi. The leave shall be deducted as per given schedule in case the absence is recorded by the BBAMS in SAP ERP for employee, the priority of leaves to be deducted shall be as follows:-
 - a) Casual Leave
 - b) Half Pay Leave
 - c) Earned Leave
 - d) Salary Deduction.
 - vii. HPSEBL would register all its employees on Biometric System. Any officers/official who is left out for some reason should apply for the same on the Employee Portal for registration in the system as the pay of officers/officials is linked to it. Similarly, officers/officials joining thereafter on transfer etc. should get themselves registered for Biometric system with request through Employee Portal. IT Cell will ensure the necessary development.
16. The attendance sheet of all the employees in the concerned office shall be shared to the Salary Section by the concerned DDOs by 20th of every month with clear recommendation whether the salary of the employee has to be processed for current month or not. The attendance sheet shall be submitted through SAP ERP system only. IT Cell will ensure the necessary development.
17. All Regular/Contract/Daily wages/Outsource employees where attendance has to be verified for salary processing, only attendance sheets generated through biometric attendance system will be considered valid for salary generation. The concerned DDOs shall ensure that the bills for the salary of such employees are verified strictly as per the biometric attendance system only.
18. In case of Staff car drivers deployed with senior officers, counting of their office hours will continue as per the existing practice in accordance with their duty requirements. However, they will be required to mark attendance in BBAMS on first arrival at the HQ and departure from the HQ.
19. All field staff will be provided with Face Check Mobile Application and they will mark their attendance through this software only.
20. Concerned DDOs would prepare pay bills strictly in accordance with these rules.
21. Disciplinary/legal action shall be taken against any officers/official found to be tampering with the attendance monitoring system.

Standard Operating Procedure (SOP) to register and mark attendance through Face Check Mobile Application

1. Mobile Application login/device creation:

- a) Login to the Attendance Portal with Login ID given to field offices by the M/s EI Network Pvt. Ltd. i.e. Face Recognition Attendance System implementing agency.
- b) Go to Devices > Add Device and fill/select the following details:
 - Select Office (From the List)
 - Device Name (Enter the device name)
 - Model (Enter the device/phone model)
 - Login type – Select LOGIN BASED option
 - Device Type – select SMARTPHONE
 - Login Username – (Enter employee vendor ID)
 - Login Password – (Enter desired password)
 - Time Zone – Asia/Calcutta
 - Attendance Type – select Entry & Exit Option
- c) After filling the details click on Add Device button.

2. Steps to check created Mobile Device:

- a) Login to the Attendance Portal with Login ID given to field offices by the M/s EI Network Pvt. Ltd.
- b) Go to Devices>Device List
- c) Search the created mobile device using Search Device option or select office from Select Office dropdown list.

3. Steps to allot created Mobile Device to the user(s):

- a) Login to the Attendance Portal by the Login ID given to field offices by the M/s EI Network Pvt. Ltd.
Go to Devices>Allotment
- b) Under the Allotted Employee List Tab select office using Select Office dropdown list, then select/check created mobile device from Select Device dropdown list.
- c) Under the Unallotted Employee List select the office using Select Office dropdown list, then select department using Select Department dropdown list, then select contract type using Contract Type dropdown list.
- d) Select/check the employee(s) from the list or search the employee(s) using search bar by entering Employee name or vendor ID.
- e) After selection of employee(s) click on Allot Selected Employees To Device or select Allot All Employees To Device buttons.
- f) Same procedure can be followed to remove any employee from the created mobile application by selecting the employee(s) under the Allotted Employee List tab and by clicking Remove Selected Employees From Device or Remove All Employees From Device buttons.

4. Steps to create Geofence for Mobile Device:

- a) Go to Geofence>Add Geofence and fill/select the following details:
 - Geofence Name (Enter the Geofence name as per own)
 - Choose Shape - Select Polygon Or Circle Or Line
 - Click on choose shape as Circle, fill the Radius (meter) like 50, 100, 200 as soon & fill the coordinates Latitude & Longitude of location from where mobile application will be used.
 - Click where the coordinates are marked on the map. After that circle will appear on that location as per filled Radius (meter).
- b) After filling the details click on Save button.

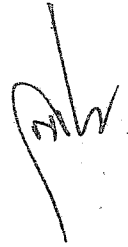
5. Steps to check created Geofence:

- a) Go to Geofence>Geofence List
- b) Search the created Geofence using Search Geofence option.
- c) Geofence Listing > Click on View Button existing Geofence location will display on screen.

6. Steps to allot created Geofence to the Mobile Device:

- a) Login to the Attendance Portal with the Login ID given to field offices by the M/s EI Network Pvt. Ltd.
- b) Go to Geofence>Allot Geofence
- c) Under the Allotted Geofence List Tab select office using Select Office dropdown list, then select/check created mobile device from Select Device dropdown list.
- d) Under the Unallotted Geofence List select/check the Geofence name from the list or search the Geofence name using search bar.
- e) After selection of Geofence name click on Allot Geofence To Device buttons.
- f) Same procedure can be followed to remove any Geofence from the created mobile application by selecting the Geofence name under the Allotted Geofence List tab and by clicking Remove Geofence From Device buttons.

7. Steps to mark attendance using Mobile Application:

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- a) Install the attendance android APK file in Android Phone.
 - b) Login to the attendance application using earlier created Login ID - username & password (as discussed above).
 - c) After login -> On Home screen 4 buttons will shows on the mobile screen.
 - Touch Start button (For Attendance Mark). If Green colour Rectangular Box appears on the screen corresponding to the employee/user face it means attendance has been done/marked successfully.
 - Touch all buttons to check employee database synchronization. All employee(s) data will be displayed as per allotment on Server & Device. Only that employee(s)/user(s) data/ detail will be synced from the server to the mobile application which is active and has a photo.

Following information shall be available under this screen:

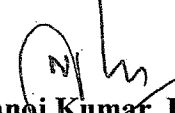
- Total allotted on Server: (Count)
- Total allotted on Device: (Count)
- Total Present: (Count)
- Total Absent: (Count)

Further, present employee(s)/user(s) will be highlighted with Green colour and absent employee(s)/user(s) will be highlighted with Red colour.

- d) Touch Present button to check present marked employee by the mobile application.
- e) Touch Absent button to check absent marked employee by the mobile application.

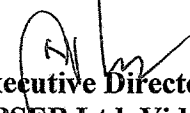
Note:

- 1) If mobile application not able to synchronize employee allotment data then kindly ensure internet connectivity in your phone.
- 2) If mobile application logged in from Geofence location then user(s) is able to mark their attendance otherwise on mobile screen message will appear "Device Location Outside Geofence".


**Manoj Kumar, HPAS,
Executive Director (Pers.),
HPSEB Ltd. Vidyut Bhawan,
Shimla-171004.**

Endst. No.HPSEBL (Sectt.)6-1-Bio Metric System/2023-24 86371- Dated:- 27-3-2024
Copy forwarded for information and necessary action to:- SS1

1. The Secretary (AR) to the Government of H.P. Shimla-2.
2. All the Chief Engineers in HPSEBL, (i.c) M D BVPCL J/Nager.
3. The Chief Electrical Inspector to the Govt. of H.P Kasumpti Shimla-9.
4. The Chief Account Officer/Chief Auditor, F&A Wing HPSEBL Shimla-4
5. The Secretary HP Regulatory Commission, Khalini Shimla.
- ✓ 6. All the Superintending Engineers in HPSEBL (i.c.SE IT) HPSEBL web site.
7. The Land Acquisition Officer, HPSEBL Mandi/Shimla.
8. The Spl. Private Secretary/Sr.PS/PS to Managing Director/Directors/Executive Director (Pers.) in Board Secretariat HPSEBL.
9. All the Dy./Under Secretary in Board Secretariat HPSEBL.
10. The Secretary, Consumer Grievances Redressal Forum (CGRF) HPSEBL Kasumpti.
11. All the Sr. Executive Engineers/Resident Engineers in HPSEBL.
12. All the Section Officers in Board Secretariat HPSEBL, Shimla-4.
13. The Company Secretary (Meeting cell) in Board Secretariat HPSEBL, Shimla-4.
14. Guard File.


**Executive Director (Pers.),
HPSEB Ltd. Vidyut Bhawan,
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