V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

F.No.FIN-OFFAO-EST-ABSEN-VI-19(24083)   Date: 14.01.2020

CIRCULAR NO: 19/2019-20

Sub: Attendance regularization-reg.

In VOC Port Attendance has already been linked with Bio-metric system & is in place for last few years. To further streamline the same the following shall be followed by all the Departments w.e.f 01.02.2020.

i. Opening Balance of the leave as per system as on 01.01.2020 except Casual Leave shall be sent each Department through mail by EDP on or before 24.01.2020.

ii. For any corrections in the statement mailed by EDP, each department may inform Finance Department for corrections with proper evidence and approval of the respective HODs on or before 30th January,2020 failing which the statement sent on leave balance of each employee shall be taken as correct.

iii. The Monthly Bio-metric recording of previous month shall be uploaded in the SAP system by EDP on 1st working day of Every month. All the Departments have to operate the screen (ZHR_ATTENDANCE) to regularize the recordings made in the Bio-metric for the Present/Absent recorded and in case of recordings made as Absent have to state whether CL, EL,HPL etc., with the due approval of the respective HOD.

iv. The above monthly exercise needs to be made on or before 10th of Every month for the previous month recordings after which date system will not allow entries to be made.

v. As per the recordings made in the above screen salary will be paid. For example if there is an "absent" recorded for a particular date but that has not regularised as present or leave recorded as CL or HPL/EL/any kind of leave automatically it will be construed as EOL only and salary will be deducted accordingly by AO(Pay bill) through making leave entries in HR module.

vi. The above procedure shall apply to all Employees/Officers even when Bio-metric machine or procedure is neither available nor functioning etc., Hence such regularization of presence or absence with leave details is mandatorily to be done by each Department in SAP duly with the approval of the respective HOD.

vii. The right to access screen i.e User ID & Password shall be provided by EDP to the Nodal Officer to be nominated by HOD. HOD may kindly inform the Name of the Nodal Officer to the EDP before 10th of January 2020 so that proper training shall also be provided by EDP if required.

viii. Further, the employees & officers of all Departments have to get approval inprinciple on the leave card for all leaves viz., CL, EL and HPL. The leave card needs to be submitted for verification of leave utilisation and CL balance on Annual basis as & when called for. Leave cards will be made available by Finance Department at commencement of each Financial Year.

The above is for strict compliance & adherence.

This issues with the approval of the Chairman.

Financial Adviser and
Chief Accounts Officer

To:
i. All HODs - through Mail
ii. Sr.DD/EDP – to take necessary action

Copy to:
PA to CPT