

भारत संचार निगम लिमिटेड  
(भारत सरकार का उद्यम)  
मुख्य महाप्रबंधक दूरसंचार कार्यालय  
पश्चिम बंगाल दूरसंचार परिमंडल  
8- रेड क्रॉस प्लेस, केन्द्रीय तारघर भवन  
कोलकाता -700 001



BHARAT SANCHAR NIGAM LTD  
(A Government of India Enterprise)  
O/O The Chief General Manager  
West Bengal Telecom Circle  
8- Red Cross Place, CTO Building  
Kolkata-700 001

No. WBCO-11/20(17)/1/2021-HR-ADMN/Computer No.161379.

Dated at Kolkata-1, the 30<sup>th</sup> September, 2022.

To,  
All Heads of Vertical  
All Heads of BA/OA/Unit  
West Bengal Telecom Circle

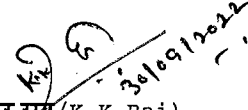
Subject:- **Online Attendance System in BSNL to be implemented on pan-India basis w.e.f.01<sup>st</sup> October, 2022-regarding**

Ref:- **The Director (HR)BSNL CO New Delhi DO letter No. BSNLCO-ADMN/62/6/2020/Admn. Dated 28-09-2022**

With reference to above-captioned subject, I'm directed to forward herewith a copy of the relevant DO as received from the Director (HR)BSNL CO New Delhi, addressed to CGMs of all Circles for your kind information and necessary action at your end please. The new attendance system may be introduced in letter and spirit at your end w.e.f.01-10-2022 positively.

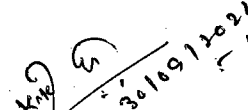
This is issued with the approval of competent authority.

Encl: As stated above.

  
(कृष्ण कुमार राय / K.K.Rai)  
उपमंडल अभियंता (कर्म.)/SDE (Staff)

Copy To:

1. The TS to CGM, WBTC for kind information, please.
2. All Recognised Associations/Unions of BSNL WBTC.
3. Sancharika Portal.
4. Notice Board

  
(कृष्ण कुमार राय / K.K.Rai)  
उपमंडल अभियंता (कर्म.)/SDE (Staff)

308, भारत संचार भवन, हरीश चन्द्र  
माथुर लेन, जनपथ, नई दिल्ली - 110001, भारत  
308, Bharat Sanchar Bhawan,  
H.C. Mathur Lane, Janpath,  
New Delhi - 110001, India  
दूरभाष / Off. : +91-11-23734070  
फैक्स / Fax : +91-11-23734072  
ई-मेल / E-Mail: dirhrd@bsnl.co.in



भारत संचार निगम लिमिटेड  
(भारत सरकार का उद्यम)  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

अरविन्द वडनेरकर

निदेशक (एचआर)

ARVIND VADNERKAR

Director (HR)

BSNL Board

D.O. No BSNLCO-ADMN/62/6/2020/Admn.

Dated 28<sup>th</sup> Sept, 2022

Dear CGMs of All Circles,

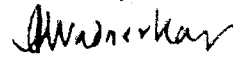
As conveyed in my earlier letter dated 25.08.2022, the Online Attendance system is to be implemented on pan-India basis w.e.f. 01<sup>st</sup> October 2022 with a view to inculcate punctuality and achieve optimum utilization of manpower in this highly competitive market scenario.

The new online attendance portal can be accessed only on BSNL LAN through IP address <http://10.203.208.15>. After entering the portal, mobile number registered with HRMS number is to be entered and 'Mark Attendance (Get OTP)' tab is to be clicked. Then, OTP received on the mobile is to be entered in the window and tab 'Attendance Mark IN' needs to be clicked. This will mark the attendance. Similar process is to be followed while marking attendance at the time of leaving the office.

To facilitate attendance marking for field employees, a Mobile App is also made available by Kerala Circle. Concerned Circles/BA Heads may allow marking of attendance through mobile app to only such employees who cannot mark attendance through online-portal. For shift duties and CSCs, based on the requirement of the Circles/BA, designated Nodal Officer at Circle can make changes as per guidelines issued by the concerned circles. As and when employees are transferred/ new employees join, nodal officers in the Circles should modify the employee data accordingly. For any technical support regarding implementation and operation of the attendance portal, Kerala Circle may be contacted.

All the Circle Heads are requested to ensure that the staffs under their jurisdiction start marking attendance in new online attendance portal as per the scheduled timeline. I urge each one of you to take proactive action so that the new attendance system is implemented pan-India successfully in letter and spirit.

With warm regards.

  
28.9.2022  
(Arvind Vadnerkar)

Copy to:

1. The CMD, BSNL.
2. All the Directors, BSNL Board & CVO BSNL, New Delhi.
3. All CGMs, BSNL Circles for necessary action.
4. All CGMs/PGMs/Sr GMs/GMs of BSNL CO, New Delhi.
5. CGM, Kerala Circle for information and necessary action.
6. All employees of BSNL.