

SoP for Biometric Attendance System

With a view to ensure punctuality and toning up discipline, the Biometric based Attendance System has been introduced at BCCL command area. In this regard, the following procedure shall be strictly followed:

1. Time allowed for marking attendance :

Employee will be required to mark attendance (entry In Time) within thirty (30) minutes (before/after) of start of their scheduled shift and entry of Out Time at or after the scheduled time.

2. Executives availing Half-day Casual Leave :

Executive Cadre employee availing half day Casual leave (CL) in the forenoon/1 Half, will make arrival entry in Biometric Attendance System by 01.30 PM and Executive availing Half-day CL in the afternoon/2nd half will record their departure/Out time on or after 1.00 PM.

3. Regularisation of Attendance/Tour/Outside duty by Approving Authority in SAP/ERP:

If Competent Authority finds the reason for delay in entry/exit time of an employee due to any valid reason, such late/ missed attendance in the bio-metric system may be regularised in the SAP system with proper justification. Detail of such employee i.e. name, designation & purpose along with the signature of the employee shall be recorded in the movement register on the same.

Approving Authority for this purpose will be as follows:

- Production Units /Washeries : Mine Manager / Project Officer. (Single User as decided by PO)
- Unit / Colliery / Washery office: Personnel Executive In-Charge.
- Regional Store / Workshop / Hospital / CHD : Officer in Charge.
- Area Office – Nominated representative by Area GM
- Head Quarter – Concerned HoD or his/her representative.

4. Master Data Maintenance:

Employee Master data based on SAP is to be synchronised in biometric system. No separate maintenance of master data is required in case of transfer within BCCL. Only attendance point updation will be done by concerned personnel executive. Enrollment in Biometric system is required in the following two cases:

- a) Initial Appointment cases in the Company.
- b) Transferred in from other subsidiary.

5. Responsibility of capturing new employee's master data in biometric system:

Master data shall be entered in SAP at HQ by MP&R/EE dept. upon joining of new employee in the Company and intimation to be sent to concerned unit/area/dept.

Responsibility of capturing new employee's biometric information in biometric device :

- Unit Personnel Executive in Unit/Washery / Colliery & IT Exe. of area or his authorized Officer.
- Area Admin & IT Executive in Area Office.
- HOD & delegated IT Executive in HQ.

6. Attendance Capturing :

Executives and Non-executives will ensure capturing of attendance IN and OUT time in the Biometric device installed at respective attendance point.

Shift timing will be derived from SAP. Hence change of Shift must be updated in SAP through concerned Personnel Executive in Unit/Area/CHD/Washery and HODs in HQ. Non allowance will be payable.

In case of multiple in/out entry in system, earliest entry time and last exit time shall be communicated to SAP System.

7. Display of IN/OUT time captured in Biometric device through web portal:

Employees can verify their IN/OUT time captured in Biometric device through the web portal to ensure their attendance. Details of login and other procedures will be notified by IT Initiative department.

8. Submission of attendance particulars for preparation of salary :

Attendance data in excel format will be downloaded from Biometric Attendance portal and same will be uploaded without any modification in SAP. Authorised SAP user of concerned dept. will generate marked attendance from attendance portal in excel format and upload the same on daily basis in SAP till it is not taken automatically through API.

Later on, when API will be developed by System department of BCCL, there will not be any manual downloading/uploading of data in the system. After integration of Biometric Attendance System and SAP through API, the data will automatically be pulled from Biometric Attendance System to SAP by API.

However existing practice of attendance approval in SAP by HOD or his/her authorized representative will continue. Attendance of Employees who have reported late or left early as per Point No.3 will also required to be approved by HOD or his/her authorized representative. Data of

other than physical presence at normal working place like Tour, Training, Leave etc. is to be entered/approved in SAP as per existing practice.

9. Absence exceeding 90 days :

In case of non-marking of attendance (arrival/in time as well as out-time/departure) during consecutive 90 days (e.g 1st June to 29th Aug), there will be provision of **DISABLEMENT** of Attendance marking Facility in respect of such an employee. This facility will be re-activated only after obtaining approval in writing from the concerned Head of Department.

ERP dept. of BCCL will share the data of all those employees to IT Initiative Dept. of BCCL on monthly basis.

10. Break-down of Biometric Attendance Machine

Intentional damage to the biometric machine by any Officer or Employee directly / indirectly will attract disciplinary action as per prevailing Certified Standing Order and CDA rule of the company.

All functional departments in unit /area must maintain attendance register for deriving actual manpower in duty and deployment of manpower as per job till further directive. **In case of breakdown of Biometric Attendance Machine (s) due to mechanical / electrical / network / software fault or power failure**, concerned departmental head / shift incharge must report the break down to IT Initiative department. If the fault is not restored, attendance marked in register must be captured in prescribed SAP format and to be sent to EDP Center for bulk upload through CATS Upload method in SAP and to be approved by approving authority in SAP.

11. Implementation :

- Biometric based attendance system shall be strictly implemented in respect of all employees of BCCL..
- In case of Non-Executive, entry of leave application/rest will be done through SAP as per current practice.
- In case of Executive, application of leave will be done through ESS Portal of CIL as per current practice.
- Leave application of any employee will not be seen in Biometric attendance Portal as the leave application is being done through SAP. So, leave applied on particular date will be seen as absent in Biometric Attendance Portal.
- In case of retirement/transfer/death or any such case, modification will be done through Area Admn. Officer/APM in case of Area and IT Initiative dept. in case of HQ.
- For employees working at more than one location, HoD of concerned dept. will provide the list of all such employees to IT Initiative dept. for enabling the employee to mark the attendance in either of the locations.
- Overtime (OT) will not be counted in Biometric Attendance Portal.

- Shift incharge at unit will be incharge (responsible) of the machine and in case of any disruption in the machine, he/she will report immediately to the Controlling Officer who will subsequently report it to the IT Initiative Dept with intimation to APM of concerned area.
- HoDs of HQ & Area GM may be allowed to mark their attendance only one time in a day in the Biometric Attendance System.

Note: FDs will not be required to mark their attendance.

General Manager (IE)
BCCL

Dy.GM/HoD(System)
BCCL

HoD(IT Initiative)
BCCL/Rep.

Dy.GM(P)/HoD(Admn.)
BCCL

General Manager(P&IR)
BCCL/Representative

may kindly agreed on he commended by the committee
for Bio-Metric attendance systems.

28/3/2023

Dir (Pm)
Beel.