



Western Coalfields Limited

(A Government of India Undertaking)

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No. WCL/IR/SE/C-409/5/28

Date: 18-12-2018

To

Wide Circulation

All Area General Managers
WCL Areas & CWS Tadali

All HODs WCL HQ
The Principal, STI Chhindwara, WTI Wardha

Dear Sir,

Sub : 100% Compliance of Salary preparation on Bio-Metric Attendance

It has been decided that a Standard Operating Practice to be followed in WCL for ensuring 100% Salary preparation on the basis of Biometric Attendance for all employees across WCL for which the Competent Authority has decided for adoption of following procedures:-

a) All the employees (Both Executives and Non-Executive cadre employees) are required to record their entry and exit time in the Biometric Attendance Recording Machine as per the office/shift timing applicable to them in any Biometric machine installed at working establishment of the employee. However, 15 min grace time is allowed for recording of attendance.

b) Executives Cadre employees, availing half day Casual Leave (CL) in the forenoon and half will make arrival entry by the end of half time of the shift or by the end of entire period as the case may be.

c) Time allowed for the late reporting

Time allowed for the late reporting will be up to 30 min from the start of office/shift start time. However, for every three late attendances in a month, one-day Casual Leave will be deducted. In case of non-availability of Casual Leave at the credit of employee concerned, Earned Leave as due would be deducted. In case of non-availability of any leave, employee shall be treated as on Leave without Pay (LWP).

In case of not reporting i.e. no entry IN TIME till 30 min of start of office /shift time, the concerned employee will be treated /marked as ABSENT for which proper leave application will be given by them.

d) Employee assigned with Local/Outside duty or Outstation Duty (tour)

Details of the employee(s) i.e. name, designation and purpose who are expected to attend/report in office late due to assignment of Local/Outside duties including Protocol duties, will be recorded in a Register on the same date with counter signature of the controlling Officer as well as concerned HOD. However, such employee after coming to office, will be required to make entry of IN TIME. (Format A enclosed)

Similarly, details of the employee(s) i.e. name, designation and purpose who have to leave office early i.e. before the schedule departure time, due to assignment of local/Outside duties including Protocol duties will be recorded in a register on the same date with counter signature of the controlling officer as well as concerned HOD. However, such employees will be required to make entry of OUT TIME (Format B enclosed)

In the same manner, details of the employees assigned with tour/outside or other local duties and not expected to attend office on a particular date(s) will be recorded in a register with counter signature of the controlling officer as well as concerned HOD on the same day. (Format C enclosed)

The employees who are office bearers of trade Unions/Association, if invited / called by Management for meeting / discussion purpose may be permitted as per company rule/guidelines etc. by the concerned HOD to attend such meeting/discussion and be recorded in a register with counter signature of the controlling officer as well as concerned HOD on the same day. (Format D enclosed)

e) Break-down/Nonfunctional of Biometric Attendance Machine

In case of Break down /nonfunctioning of Biometric Attendance Machine(s) due to mechanical/electrical fault or power failure or internet failure etc. OR display of error, affecting marking in attendance of group of employees or individual employee, the concerned HOD/Nodal officer will ensure attendance of affected employee in register. Such attendance will be counter signed/ certified by concerned HOD.

Further to above, it may be noted that the break down/non-functional of Biometric Attendance cannot be known to the employee at the time of putting his attendance. It can be viewed by the departmental same day, only if the attendance is immediately uploaded by the System Department and after uploaded the attendance can be recorded in the Register.

f) Nodal Officer / HOD for recording / certifying attendance

In case of WCL Hqrs., one executive of each department will be assigned the job of functioning as Nodal Officer and the Departmental Head will be assigned the role of HOD of the department.

In case of Area Hqrs., senior most executive looking after the job of Administration will be assigned the job of functioning as Nodal Officer and the Area General Manager or Area General Manager (Operation) will be assigned the role of HOD of the Area establishment.

In case of Sub Area, senior most executive looking after the job of Administration will be assigned the job of functioning as Nodal Officer and the Sub Area Manager will be assigned the role of HOD of the Sub Area establishment.

In case of Mine, senior most executive looking after the job of Administration will be assigned the job of functioning as Nodal Officer and the Mine Manager will be assigned the role of HOD of the Mine establishment.

In case of Area Workshop, senior most executive looking after the job of Administration will be assigned the job of functioning as Nodal Officer and the Chief of Area Workshop will be assigned the role of HOD of the Area Workshop establishment.

In case of Area / Regional Stores, senior most executive looking after the job of Administration will be assigned the job of functioning as Nodal Officer and the Chief of Area / Regional Stores will be assigned the role of HOD of the Area / Regional Stores establishment.

g) Employees leaving office early without authorization

The employees who will be found leaving office early without authorization as mentioned above such as (i) early departure time entry or (ii) departure without making entry of out-time, would be treated as Absent on the day and would be required to submit Leave Application for grant of CL/EL or Sick Leave / Commuted Leave / Half Pay Leave / LWP, if no leave is sought for, such person would be treated as Absent.

h) In case of other situation(s), not covered as above, the decision will be taken by the concerned HOD on the merit of the case immediately and matter will be referred to the General Manager(P&IR) for deciding modalities in such situation(s).

i) Submission of attendance particulars for preparation of salary

The existing system of uploading of biometric attendance data to the centralized attendance portal either through LAN / WAN or data upload through Pen-Drive at Areas, as the case be, will continue. The Nodal Officer, as mentioned above, will update leave, tour etc. in the centralized Attendance Portal, with the help of Systems Department. System Department will provide Check sheet of the data (as updated in the Attendance Portal), through CoalNet Package. The Nodal Officer and / or HOD will certify after verifying the same with the registers as maintained as mentioned already. Also the relaxations as enumerated already, and the punitive actions etc. for late coming or early leaving without valid and approved reason etc. should be clearly indicated in the Check Sheet by the Nodal Officer and / or HOD. Salary will be prepared on the basis of the certified Check sheet only.

(4)

j) Maintenance of Register:

Registers namely A, B, C, D will be maintained by the respective Departments. It is understood that the existing system of correction as per the above registers on monthly basis will continue for preparation of salary purpose.

The above Standard Operating Practice will come into effect w.e.f. **1st January, 2019**. This should be complied by all Areas/Establishments without any deviation.

This issues with the approval of Competent Authority.

Encl:A/a

Yours faithfully,


General Manager(P/IR)

c.c.to: GM(CA)/TS to CMD/D(T/OP)/D(T/P&P)/D(P)/D(F)

Annexure

Formats of Registers

A. Details of employees reported late for duty due to Local/Outside duty etc.

Sl no	Date	Emp Code	Nane of employee	Designation	Time of reporting duty	Reason of late reporting	Sign of controllin g officer	Sign of HOD
1	2		3	4	5	6	7	8

B. Details of employees left early from duty due to Local/Outside duty etc.

Sl no	Date	Emp Code	Nane of employee	Designation	Time of leaving duty	Reason of early departure	Sign of controlling officer	Sign of HOD
1	2	3	4	5	6	7	8	9

C. Details of employees not reporting duty due to Tour/Outside or other Local duty etc.

Sl no	Date	Emp Code	Nane of employee	Designation	Details of duty etc	Sign of controlling officer	Sign of HOD
1	2	3	4	5	6	7	8

D. Details of office Bearer of Trade Unions/Association called for Meeting/Discussion by the Management etc.

Sl no	Date	Emp Code	Nane of employee	Designation	Post in Union/Association	Details of meeting/ discussion	Sign of controlling officer	Sign of HOD
1	2	3	4	5	6	7	8	9

