



## RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LTD.

(A Government of Rajasthan Undertaking)

Corporate Identity Number (CIN) – U40102RJ2000SGC016484

Regd. Office & H.O.: Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur-302 005.

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No: RVUN/P&A/F. /D. 103

April 28, 2017

### ORDER

Sub: Implementation of Biometric Attendance System and linking it with salary preparation & leave record updation.

In the first phase, the “*Biometric Attendance System*” has been installed at Vidyut Viniyamak Bhawan, Jaipur, Nigam’s offices at LIC Building, Jaipur and Kota TPS. Though registrations of employees posted at Kota TPS, PPMC&IT, Jaipur and TD, Jaipur on Biometric Attendance System have been completed and most of employees are marking their attendance on the system, but the Biometric Attendance System is not linked to salary. Absentee statements are being prepared as per the old pattern, based on attendance marked by employees in “Attendance Registers”. For effective utilization of the Biometric Attendance System, it is mandatory to link this attendance system with salary preparation, for which the absentee statements need to be prepared on the basis of Biometric Attendance.

It has, therefore, been decided to properly utilize functions of the “*Biometric Attendance System*” for offices situated at Vidyut Viniyamak Bhawan, Jaipur, LIC Building, Jaipur and Kota TPS, Kota. For this purpose, following guidelines are being issued :-

- 1) The “*Biometric Attendance System*” (in and out, both) shall be effective from the **1<sup>st</sup> May, 2017** for Nigam’s offices situated at Vidyut Viniyamak Bhawan, Jaipur; LIC Building, Jaipur and Kota TPS, Kota.
- 2) The old system of marking attendance in “Attendance Register” shall be discontinued in the above offices.
- 3) The officer in-charge of systems at KTPS, Kota and Jaipur will provide daily log of attendance to Superintending Engineer & equivalent, through official emails (signed copies are not required).

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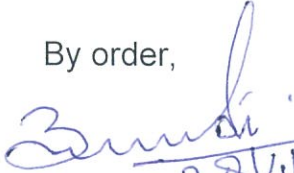
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- 4) The concerned controlling officer, not below the rank of Superintending Engineer or equivalent, can relax an employee on a particular day in case of any emergent reason, e.g. emergency duties in odd night hours, etc.
- 5) Biometric attendances shall not be used for calculation of "Overtime".
- 6) In case of technical failure, CE(KTPS), Kota/ ACE(PPMC&IT), Jaipur may relax biometric attendance for any particular day(s).

The time-line for implementation of Biometric Attendance System for all other Power Stations/ Offices shall be decided by respective Directors, but not later than 1<sup>st</sup> September, 2017.

Every employee of Nigam working on a post having Grade Pay of Rs.3,600 and above is required to fill details of leaves availed on "RVUN Intranet" w.e.f. 1.5.2017 and only such leave(s) will considered for preparation of absentee.

By order,

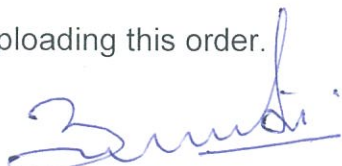
  
28/4/2017

(Alok Sharma)

Jt. Director (Per. & Admn.)

Copy to the following for information and giving it wide publicity:-

1. Director (Projects/ Technical/ Finance), RVUN, Jaipur.
2. Chief/ Addl./ Dy. Chief Engineer ( ), RVUN,
3. CCOA/ CAO/ ( ), RVUN,
4. Company Secretary, RVUN, Jaipur.
5. Jt. Director Personnel (KTPS), RVUN, Kota.
6. Superintending Engineer ( ), RVUN,
7. DDP/ AS/ PO/ APO ( ), RVUN,
8. Sr.AO/ AO/ AAO ( ), RVUN,
9. Asstt. Public Relations Officer, RVUN, Jaipur.
10. PS to CMD, RVUN, Jaipur.
11. AEn (Website Monitoring), RVUN, Jaipur for uploading this order.

  
Jt. Director (Per. & Admn.)

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