



GOVERNMENT OF KERALA  
General Administration (Co-ordination) Department

No.32656/Cdn.4/09/GAD

Thiruvananthapuram, Dated: 01/06/2010.

CIRCULAR

Sub:- GAD - Implementation of Attendance Management System (AMS)  
in Government Secretariat – Marking of attendance through AMS –  
Department wise monitoring by Secretaries – Instructions issued.

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An Attendance Management System (AMS) has been implemented in Secretariat for ensuring punctuality and management of attendance with the help of a Software System. The AMS implemented by KELTRON provides for monitoring of attendance on Department wise basis and Secretaries of the concerned Departments have been requested to monitor the attendance of the staff of their Department through AMS. However, keeping the Secretariat procedures in mind, a Customized Software is being evolved by KELTRON for management of attendance at Section Officer and Supervisory Levels which is likely to be put on trial run during the second week of June 2010. The AMS will be completely switched over to new software by 3rd week of June 2010.

In the meanwhile, it has been noticed that due to lack of monitoring at the level of Secretaries, the response of the employees of the Secretariat to mark attendance through AMS is not reaching its optimum level. Therefore, in the review meeting of the Chief Secretary held on 12-05-2010, it has been decided that the list of the persons who are not marking their attendance at all or at the time of leaving office through AMS may be taken out by the Secretaries concerned and further action may be initiated to seek their explanation in this regard.

Accordingly, all departmental Secretaries in the Government are requested to get a list of absentees and missing out persons of their department printed and ascertain from such employees as to why they have not marked their attendance through AMS, if they were present in the office on the day concerned. Departmental Secretaries are further requested to take appropriate steps to ensure that all the employees of their department start marking their attendance on daily basis through AMS. They shall submit their weekly observations to the Secretary (GAD) in this regard by the first working day of every succeeding week, till the new software system is put in place.

**Dr. P. Prabakaran,**  
Chief Secretary

To

All Additional Chief Secretaries/Principal Secretaries/Secretaries in the Govt.  
Private Secretaries to all Hon'ble Ministers in the Government.

Forwarded / By Order

  
Section Officer