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25/7/12

Office of the Secretary, GAD
Government of Kerala

No.44783/Cdn4/10/GAD

GA(Co-ordn) Dept.
Thiruvananthapuram, Dated, 24.09.2010.

CIRCULAR


Sub:- Attendance Management System (Punching System) - Reg:-
Ref:- G.O. (Ms) No. 318/10/GAD Dated, 15.09.2010.

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Vide G.O. cited above, the marking of attendance and management of attendance through the Attendance Management System has been made compulsory in the Secretariat with effect from 01.10.2010. Under the software of AMS developed by KELTRON, a provision has been incorporated for making a manual time entry for those employees, who for certain satisfactory and unavoidable reasons, can not mark their attendance at the finger print readers installed in the Secretariat using their biometric cards. For making this manual entry, it has been decided that the ACS/Prl. Secretary/Secretary of the concerned department and maximum two other officers of the level of Addl. Secretary/Joint Secretary authorized by the concerned ACS/Prl. Secretary/Secretary will be empowered by KELTRON.

In view of this, it is requested that the ACS/Prl. Secretary/Secretary of each department may kindly take immediate action to nominate one or two officers of the level of Addl. Secretary/Joint Secretary in each department for marking such manual entries and give details of such nominated officers along with their PEN number to G.M., KELTRON, Smt. Beena Mathew and Additional Secretary, GA (Co-ordn) Dept. on or before 29.09.2010 so that necessary authorization can be arranged by KELTRON in the system.

Kindly treat this as urgent and take time bound action.


(U.K.S. CHAUHAN)
Secretary to Government

To

All ACSs/Prl. Secretaries/Secretaries in the government

- Copy for information to: 1. C.S
2. Smt. Beena Mathew, G.M., KELTRON
3. A.S.(Co-ordn)