GOVERNMENT OF KERALA

General Administration (Co-ordination) Department

CIRCULAR

No.32656/Cdn.4/09/GAD  Dated, Thiruvananthapuram, 22\textsuperscript{nd} June 2010

Sub:- GAD - Implementation of Attendance Management System (AMS) in Government Secretariat - Implementation of new software system and management of attendance at Section Officer level.

GA (Cdn) Department has issued a Circular of even no. dated 10.06.2010 regarding the subject matter cited above, enclosing a time check quick user manual for the Management of Attendance at the level of Section Officers and their Supervisory Officers in the Secretariat. It is seen that certain images having colour fields of computer monitor, which have been printed in the circular by the Government Press are not clearly readable and it is difficult for the officers to follow the said User to Manual due the same.

In view of this, KELTRON has hosted the said Attendance User Manual at URL \url{http://sics.kerala.gov.in} which can be downloaded by any officer on his PC system for further use. You are requested to kindly download the said manual immediately and take necessary action on the instructions laid down in Circular No.32656/Cdn4/09/GAD dated 10.06.2010 in a time bound manner.

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\text{U.K.S. CHAUHAN}  \\
Secretary to Government
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To:

- All Additional Chief Secretaries/Principal Secretaries/Secretaries in the Government
- Private Secretaries to all Hon’ble Ministers in the Government including that of Hon’ble CM
- Additional Secretary to Chief Secretary
- All Section Officers in the Secretariat (including those of Law and Finance Departments
- Stock File/Office Copy
GOVERNMENT OF KERALA
General Administration (Co-ordination) Department

CIRCULAR

No. 32656/Cdn.4/09/GAD. Dated, Thiruvananthapuram, 10th June, 2010.

Sub:—GAD—Implementation of Attendance Maintenance System (AMS) in Government Secretariat—Implementation of new software system and management of attendance at Section Officer level.

Please refer to the earlier Circular of even No. dated 1-6-2010 issued by this department in which it was indicated that KELTRON is developing a new Customized Software for management of attendance in Secretariat at Section Officers and Supervisory Levels which will be put on trial run during the second week of June, 2010.

Now, KELTRON has prepared the said web based new software titled ‘Time Check’ and has made it available online for operation on trial run basis. A copy of the instructions of operating this software is enclosed herewith for the use of software. In view of this, it has been decided by the Government that management of attendance should now be shifted to the new software. All Secretaries/Principal Secretaries/ACSs and all Section Officers of Secretariat may now login into this software and do the management of attendance on trial run basis with immediate effect.

Since some sections and Supervisory Officers have not yet provided the data of the employees to KELTRON in the prescribed format, the new software can be operated by the Section Officers and Secretaries of various departments only with respect to the data which has already been entered into the software by KELTRON. General Administration Department is trying to ensure that the remaining data is also collected and put into the software for use within a week or so.

Similarly, with regard to the Supervisory Officers, it may be noted that due to non-availability of hierarchy charts of various departments, from Section Level and above, the mapping of Sections for each Supervisory Level has not been done so far in the software and therefore GAD is trying to complete this.
mopping within next one week and only there after the Supervisory Office will be able to manage the attendance of the Sections working under it. However, at present they will be able to manage the attendance staff in their own offices. It may also be noted that Supervisory Levels has been included as separate sections only in the respective Windows of a software under drop down menu for making a selection.

All concerned Officers of the Secretariat are requested to start using a software for management of attendance with immediate effect.

U. K. S. CHAUHAN,
Secretary to Governor

To
All Additional Chief Secretaries/Principal Secretaries/Secretaries in Government.
Private Secretaries to all Hon’ble Ministers in the Government includ
t that of Hon’ble CM.
Additional Secretary to the Chief Secretary.
All Additional Secretaries/Joint Secretaries/Deputy Secretaries/Un
Secretaries in the Secretariat including those of Law and Finance Departments.
All Section Officers in the Secretariat (including those of Law and Finance Departments).
Stock File/Office copy.
Time Check Quick User Manual

1. Go to Mozilla Firefox /Internet Explorer (IE) type the below address for login to Time check AMS software and then make as a Favorite for future logins.

http://10.10.33.45/timecheck/index.aspx

2. Once executed above link you will get below screen for entering Username & Password.

User Name is PEN number need to be enter and default password is welcome

3. After login below screen will get for changing password, generating reports, Leave application.
4. Change the password in your first logging to Time Check, below screen will show how to change password.
5. **Reports:** For viewing/generating reports click on reports tab then you will get list of reports and go for selection of department and section as shown in below images.
Follow the same above steps for selecting Department and section for all reports listed on left side.

6. **Transactions**: Click on transactions tab for Leave application, Manual time Entry & Approvals.

Find below images step by step for accessing above features.
Time Check Quick User Manual
7. **Manual Time Entry**: For entering manual punches for who are forgot to punch or any other valid reasons, find below screen explains how to do.
Time Check Quick User Manual
8. **Discrepancy Entry**: Find below images showing how to enter discrepancy punches entrees, This is mandatory to do before Month Closure.
9. **Logout:** When every wants to exit from this application Logout as show below image.