



Bhubaneswar Municipal Corporation

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No 6881 BMC Dt 31/3/17

Office Order

For proper attendance of the staff in time, the biometric attendance system shall be introduced with effect 01.04.2017. Three nos. of biometric attendance machines have been installed in the Main Office building, Tax section and Engineering block. All the staff are here by directed to put their attendance through biometric machine as per the guide line given below

Manual attendance shall not be entertained w.e.f. 01.04.2017 for preparation of monthly salary bill of officials working in the head office.

SI No	Issues	Proposed Solution
1	<u>System Administrator</u> Role: Synchronizing software with attendance machine twice a day, for all official staff & once in a day for Officers, Engineers & Field staff. Marking of leave/absence /tour of staff, marking govt. holidays, taking absentee statement at the end of the month, up-dating data according to staff shuffle etc.	<u>Officer in charge:</u> Deputy Commissioner, Establishment <u>Monitoring Staff:</u> 1. Sri Haladhar Mishra Sr. Asst .
2	Fixing IN/OUT Timing	In Time allowed from 8.30 AM to 10.30 A.M Out Time allowed 5.00 P.M onwards
3	Surveillance on the Staff	Head Asst. to keep surveillance on the attendance of all the staff of respective section.
4	Delay in attending Office	Three days delay in attending office in a month will be considered for deduction of one day casual leave.
5	Vandalism	Any vandalism by any person with the machine will be seriously viewed and the proceeding will be drawn against the erring official under rule-15 of OCS (CCA) Rules -1962 & repairing charges shall be recovered from the erring official.

By Order,


Deputy Commissioner
Bhubaneswar Municipal Corporation

Memo No 6882 / Dtd 31/3/17

Copy to Notice Board/ All Officers/ C.M.M.O./ C.H.O./All ZDCs/ All Sectional Heads for information and necessary action. All the Sectional Heads are hereby directed to communicate the same among their staff for future guidance.


Deputy Commissioner
Bhubaneswar Municipal Corporation

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Copy to PA to Mayor/ CA to Dy. Mayor/ Steno to Commissioner/ CA to Addl. Commissioner/ CA to City Engineer for information of the respective Officers concerned.


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Copy to ITPMU Cell for information and necessary action with a direction to
upload the same in BMC website.


Deputy Commissioner
Bhubaneswar Municipal Corporation