



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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HR/ ADMIN – Circular No.2
Recording Attendance through
HRMIS Mobile Attendance App
for Preparing Absentee Statement

Ref. No. : BRLPS/Admin/89/13/1807

Date : 07/02/2019

From

Balamurugan D.
CEO-cum-Mission Director,
BRLPS, Patna.

To

All District Project Managers,
Bihar Rural Livelihoods Promotion Society,
Bihar.

Sub: Registering attendance on HRMIS Mobile Attendance App.

Ref: 1-circular No.1, issued vide this office Ref. No. BRLPS/Eastt/HR-Admin/1523/18/2034, dt.10/09/2018.
2-this Office Order No. BRLPS/Admin/89/13/4461, dated-22.02.2019.

Dear All,

Please refer to the letters under reference on the above mentioned subject. These letters have emphasized the importance of the veracity of attendance making system. Absentee statements are prepared on the basis of these documents to disburse salaries. The 2nd letter under reference urges all the employees at the BPIU and the DPCU level to use **HRMIS Mobile Attendance App** for registering their attendance.

It is expected that all BRLPS field staff as well as other officials including the DPM must have started registering their attendance through the **HRMIS Mobile Attendance App** by now. As directed in the referred letters, the DPCU and BPIU staff would, for the time being, continue to use biometric machines where installed, to mark their attendance alongside the **HRMIS Mobile Attendance App**.

It was experienced that the field staff like the CCs, ACs and the LHS and other Managers could not mark their attendance either on biometric machine or in Attendance Register because either their headquarters happened to be in far-flung areas making it difficult to come to the block / district headquarters every day, register their attendance and go back to their own HQs and again repeating the same exercise in the evenings at close of the office hours. Similarly the Managers, the DPMs and the BPMs may, sometimes, be in the field for some official work at the early hours or at the closing time of the office and may not register their attendance through biometric machine or in the Attendance Register creating a lot of confusion. Also at times marking of presence as mentioned above may not reflect the actual presence of the staff concerned.

परिपत्र का सारांश

- 2019 के अगस्त माह से सभी क्षेत्रीय कर्मियों का वेतन भुगतान 'एच.आर.एम.आई.एस.मोबाइल उपस्थिति ऐप' के माध्यम से दर्ज उपस्थिति के आधार पर ही होगा ।
- बिहार ग्रामीण जीविकोपार्जन प्रोत्साहन समिति के सभी कर्मियों, यथा डी.पी.एम, सभी मैनेजर, टीओ सहायक, लेखपाल, बी.पी.एम, एल.एच.एस, एसी तथा सीसी को इस ऐप से ही उपस्थिति दर्ज करनी है ।
- साथ ही साथ अगले आदेश तक पूर्व की भांति बायोमेट्रिक पर भी हाजिरी बनानी है ।
- ऐंड्रोइड फोन क्रय हेतु वेतन अग्रिम कार्यालय से मिल सकते हैं ।
- प्रति दिन सवेरे 10बजे व सायं 5बजे मोबाइल ऐप पर अपने मुख्यालय की सीमा के भीतर से हाजिरी दर्ज की जानी है । यदि कोई परियोजना के कार्य से मुख्यालय से बाहर है तो वहीं से ऐप द्वारा हाजिरी दर्ज करेंगे ।
- इस ऐप से प्राप्त आंकड़ों के आधार पर उपस्थिति विवरणी तैयार करने तथा वेतन बनाने का मुख्य दायित्व प्रबंधक-एच.आर. तथा वित्त प्रबंधक का होगा । डी.पी.एम इसे सुनिश्चित करेंगे ।

To make the system more effective a Mobile based HRMIS App has been developed. The DPMs and the Managers HR. had been imparted training on this App. The CCs and the ACs also have been trained to use it. Pilots on the **HRMIS Mobile Attendance App** have been run in many districts. As you can see, one of the letters under reference has clearly directed that every staff has to register his/her attendance through **HRMIS Mobile Attendance App** in all DPCUs and BPIUs.

It is commendable that all districts have started using the App but the last vital miles are yet to be

covered. Nobody would like to get 50% or even 90% of his / her salary at the end of the month.

The Managers HR would be mainly responsible to ensure that **absentee statements** are prepared **only, repeat only** through this **HRMIS Mobile Attendance App**. Any deviation in making attendance by any other means and not on HRMIS Mobile Attendance App will have to be **authenticated by the DPM** for preparing salary. Salary would be prepared by the Finance Managers. **The DPMS will ensure that these instructions are followed correctly.**

This is a useful App and very easy to work on. One would require a Smart Mobile Phone with Android operating system. Earlier it had been directed to the DPMs to allow salary advances to those employees who did not have such Android Phone and needed support for purchasing one. This instruction still stands. **Therefore, any excuse for not marking attendance on HRMIS Mobile Attendance App would not be acceptable.**

This App records the time and Geographical Coordinates of the location from where the attendance has been marked.

It is, therefore, directed that:

- The employees mark attendance on arrival in their respective HQs area at or before 10 hrs. in the mornings and 17 hrs. or later in the evenings.
- This is to be noted that the employees are not expected to go out of their headquarters even after the close of office hours or marking attendance in the evening without obtaining permission from their reporting authorities.

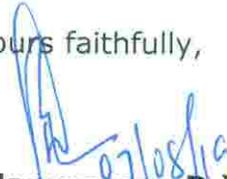
It is also made clear that the **HRMIS Mobile Attendance App** can recognise any deviation resorted to from the prescribed procedure while using it.

- It is suggested that the users should use the same mobile phone every time and register their attendance only when they are within their respective HQs or outside their HQs if on official duty.
- At the end of every month, the concerned reporting officer will get the monthly absentee statement of employees present/absent as recorded by the App on his/her portal on his / her computer or laptop and salary would be prepared on that basis.
- **It is made clear that the salary of August, 2019 onwards would be prepared with the help of this App only.**
- Please make all your staff aware of the contents of this **Circular** so that nobody can say that he/she did not know the instructions.
- As written earlier, Managers - HR and the DPMs would primarily be responsible for executing and preparing salary through the help of this **HRMIS Mobile Attendance App**.

All concerned to ensure the implementation of directions given in this Circular above

Thanking you,

Yours faithfully,


(Balamurugan D.)
CEO-cum-Mission Director

Copy to:

1. All BPMs
2. Director/OSD/AO/CFO/P.S./P.O.
3. All PCs/SPMs/SFMs/PMs/AFMs
4. IT section