

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
GUNADALA : : VIJAYAWADA

Circular Memo.No.401/JMD(HRD,Fin,Comml,IPC & IT)/CE(Telecom & IT)/D.No.166/2018,Dt:08-06-2018

Sub:-APTRANSCO – Telecom & IT –Monthly Change Return through
Biometric attendance system – Integration with SAP Payroll –Certain
Instructions -Orders issued - Reg.

Ref:-1.Note Approval by CMD / APTRANSCO vide FLM file no.4006241,
Date:28/05/2018.

2.CircularMemo.No.391/JMD(HRD,Fin.,Comml,IPC&IT)/CE(Telecom&
IT)/D.No.118/2018, Dt:21.05.2018.

1. APTRANSCO employees have to punch their daily attendance through Biometric Auto attendance system (device) in respective office locations or nearest device to their office. Some of the Biometric devices have network connectivity in those locations biometric data being updated on real time and some of the Biometric devices working as stand-alone system, the data stored in these stand –alone devices shall be copied in pen drives (memory devices) and transfer the same data to Biometric server.
2. The monthly change return shall be generated through Biometric auto attendance system by the controlling officer.
3. The following guidelines for Controlling Officers and Functional Heads before submission of final monthly change return to the payroll department.
 - i) Confirming the changes in monthly change return.
 - ii) Signed physical printout by controlling Officer / Functional Head.
 - iii) Recovery/arrears for excess /less payment made for the erroneous change return of the previous month.
4. This application shall consider only IN & OUT punching in a day in the application for change return. The Employee allows for punching in any device in his/ her jurisdiction stations.
5. All employees should register in the biometric system invariably, even if he/she doesn't have facility for attendance punching i.e biometric device. The registration is mandatory in the biometric system for generating Change Return.
6. During employee Relieve from existing station and Join in new station, facility given to controlling officer for adding employee and relieve employee with define duties in Biometric system. Controlling Officer should change employee profile with current designation and functional Head employee ID.

Contd...

7. All the controlling officers shall generate monthly change return with the online attendance, in exceptional cases/ with prior approval the controlling officer shall have option/provision for alter attendance in the change return.
8. In case of discrepancy found in the change return, then change return attendance can be modified by the controlling officer and finalized by respective functional head.
9. With this process physical change return submission process will be eliminated.
10. The office timings for employees working in corporate office Vidyut Soudha Vijayawada 5 working days in a week days is 10.00 AM to 17.30. For field office employees these are normally regulated, except ordered otherwise by the Board, in accordance with the orders issued by the State Government, in respect of their own office.
11. This Circular memo is made available on the internet at APTRANSCO website www.aptransco.co.in.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED)

DINESH PARUCHURI, IRS
Joint Managing Director
(HRD, Finance, Comml, IPC & IT)

To

All Functional heads / APTRANSCO / Vidyut Soudha / Vijayawada.
The Chief Engineer / Zones / Kadapa / Vijayawada / Visakhapatnam.

Copy to:

PS to the Chairman and Managing Director / APTRANSCO /VS/Vijayawada.
PS to the Joint Managing Director/Vigilance & Security/APTRANSCO/VS/VJA
PS to the Joint Managing Director/Fin.,HRD,IPC,Comml.&IT/APTRANSCO /VS/VJA
PS to the Director /Grid & Transmission Management/APTRANSCO /VS/VJA.
PS to the Director / Projects /APTRANSCO /VS/Vijayawada.

//FORWARDED: : BY ORDER//

Divisional Engineer/Telecom/ERP& Networking