



# DELHI TRANSCO LTD.

A GOVT. OF NCT OF DELHI UNDERTAKING

REGD. OFFICE: SHAKTI SADAN,  
KOTLA ROAD, NEW DELHI-110002.  
HR-POLICY SECTION, 6<sup>TH</sup> FLOOR,  
SHAKTI SADAN, TEL.23230152.

No.F.DTL/108/24/08-HR(Policy)/ 292

Dated: 18-6-08

## OFFICE ORDER

**Subject: Nomination of Nodal Officers/Officials for punching data online to cater for changed attendance procedure and other activities in the MIS System - reg.**

In order to implement the first module of MIS reg. automation of Employee Payroll – Personnel – Finance domain in DTL and make salary processing and allied activities online, it has been decided that procedure reg. marking of attendance of A, B, C & D categories of officials of DTL w.e.f. 20.6.08 will be as under:

### PROCEDURES:

- I. All functional heads shall be required to identify employees for the role of nodal officers/officials alongwith one standby official to facilitate attendance system under MIS. I.T. Department shall take necessary action to facilitate the identification and selection of nodal officers by respective sectional heads. The names are to be provided possibly by 19.6.08.
- II. The computerized attendance system shall remain open from 09.30 AM to 10.00 AM everyday for punching of attendance.
- III. Each deptt./ division/ section will be required to obtain attendance of employees working under it on the prescribed format and ensure that it reaches the concerned Nodal officer before 09.50 AM each morning failing which the employees may be marked absent for the day.
- IV. Under exceptional circumstances, viz. non-function of internet based system, the head of the deptt. not below the level of General Manager/senior most officer shall have the power to allow punching of attendance beyond 10.00 AM, but only upto 10.30 AM.
- V. In case where an employee is required to reach office late or leave early due to some official work, the same shall be certified by the officer not below the rank of General Manager. The certified request shall reach the concerned Nodal Officer by next working day positively who shall punch the attendance accordingly.
- VI. To mark attendance nodal officers will open [www.delhitransco.gov.in](http://www.delhitransco.gov.in) and click **attendance**.
- VII. Training schedule will be available on DTL website w.e.f. 19.6.08 evening.

This issues with the approval of competent authority.

*(Signature)*  
**(R.K.VERMA)**  
**ASSTT.MANAGER(HRP)**  
18/06/08

### Copy to:

1. OSD to CMD.
2. Dir(HR)/Dir(Oprs.)/Dir(Fin.).
3. All GMs/DGMs.
4. All Sectional/Departmental Heads.
5. Office order folder of HRP Section.