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GOVERNMENT OF KERALA

Abstract

PUBLIC SERVICE—SECOND REPORT OF THE KERALA ADMINISTRATIVE REFORMS COMMITTEE ON ATTENDANCE MONITORING SYSTEM APPROVED—ORDERS ISSUED

PERSONNEL & ADMINISTRATIVE REFORMS (D) DEPARTMENT

G.O. (Ms.) No. 26/99/P&ARD. *Dated, Thiruvananthapuram, 14th December, 1999.*

Read:—1. G.O. (Ms.) No. 7/97/P&ARD. dated 26-5-1997.

ORDER

As per Government Order read above the Kerala Administrative Reforms Committee was constituted to recommend measures to simplify and streamline the present system of administration in the State. The Kerala Administrative Reforms Committee has submitted its second report on attendance monitoring system and file monitoring system.

2.   Government have examined the recommendation regarding Attendance Monitoring System (Punching) contained in the 2nd report of the Kerala Administrative Reforms Committee and are pleased to approve the recommendation relating to Attendance Monitoring System (Punching) annexed to this Government Order.

3.   Detailed orders regarding modalities of implementation will be issued separately.

By order of the Governor,

RAM SINGH,
Secretary to Government.

GCPT. 3/3572/2003/DTP.

To

All Principal Secretaries/Secretaries/Special Secretaries to Government
All Heads of Department and offices
All District Collectors
All Departments/Sections in the Secretariat including Finance and Law
   Departments
The Member Secretary, Kerala Administrative Reforms Committee
   (with C.L)
The Private Secretary to Chief Minister and other Ministers
The Additional Secretary to Chief Secretary
The General Administration Department
Private Secretary to the Leader of Opposition and Government Chief Whip
The Director of Public Relations
Stock File/Office Copy.

ATTENDANCE MONITORING SYSTEM (PUNCHING)

1. *Description of the System:*

The system will consist of the following :

   (i)   Identification Card (Punching Card) for each employee.

   (ii) Recorder units at entry/exit points.

   (iii) A Centrally computerised system interconnecting recorder unit net work.

2. *Operational details:*

     Each employee will be provided with an identification card (punching card). A recorder unit will be kept at every entry/exit point. The employees have to insert the punching card in the recorder unit whenever he enters office and goes out of the office. The recorder unit will identify the person and adds access time and date etc., to the data.

     If the recorder unit has not registered a swipe out, it can be presumed that the employee would be in his seat.

     Out-put of the various attendance recorder units would be collected and carried to the centralised computer system. The information would be consolidated in the centralised computer system.

3. *Phasing of implementation :*

     Instead of attempting to introduce the system throughout the Secretariat, a phased approach will be adopted, as follows:

First Phase

   (i)   Attendance Monitoring System (Punching) will be introduced in the Secretariat Annexe in the first phase. For this purpose an interconnected computer network will be installed immediately at the Secretariat Annexe. This will be a pilot project and its effectiveness will be monitored for a period of 6 months.

   (ii) Simultaneously, the punching system will be immediately introduced in the offices of two heads of departments viz., DPI office and DHS office.

(iii) The system will also be introduced immediately at three Civil Stations at Thrissur, Kannur and Kollam and also in the Collectorate, Thiruvananthapuram.

Second Phase

(i) In the meantime, computer networking in other blocks of Secretariat will be completed. As soon as the networking is completed the system could be extended to all the blocks of the Secretariat.

(ii) Alongwith introducing the system to cover the entire Secretariat, the system will be extended to all the offices of the heads of departments and other important district level offices which have high public interaction, in the second phase.

A proposal for establishing a computer network for the entire Secretariat is being processed by the Government. When this network is in position, the output of the various attendance recorder units can be fed through this network and online consolidation at any given time would be possible.