

का10 मुख्य महाप्रबंधक दूरसंचार
आं.प्र. दूरसंचार परिमंडल, तीसरा तल
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BSNL Bhavan, Vijayawada – 520004



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भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
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(A Govt. of India Enterprise)

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To

All the Heads of Departments
BSNL, Circle Office,
AP Telecom Circle, Vijayawada.

Sub: Launch of Web-Based Attendance Monitoring Module "उपस्थिति" – Daily Monitoring and Recording of Attendance Irregularities – Reg.

A web-based attendance monitoring module, "उपस्थिति", is being hosted on the AP Intranet with effect from today.

The module enables Heads of Departments (HoDs) and Controlling Officers to view the attendance status of all executives working under their control.

For the previous working day, the module displays:

1. Executives who marked attendance within the prescribed time;
2. Executives who marked attendance after 10:30 AM;
3. Executives who marked out before completion of the prescribed duty hours;
4. Executives who failed to mark out; and
5. The reasons recorded against the above attendance irregularities.

For the current working day, the module displays the attendance marking status of all executives.

All Controlling Officers shall mandatorily log in to "उपस्थिति" on every working day and update the reasons relating to attendance irregularities of the previous working day for their subordinate executives.

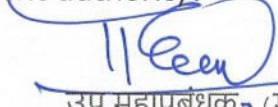
Further, while submitting the absentee statement in the Online Attendance System, all Controlling Officers shall invariably refer only to the reasons recorded in "उपस्थिति".

All HoDs of Circle Office, Vijayawada are requested to monitor the attendance of the employees working in their respective departments on a daily basis and counsel habitual defaulters appropriately.

It goes without saying that reporting for duty on time and adhering to the prescribed working hours are the primary responsibilities of every employee.

Detailed procedure is available in "उपस्थिति" portal.

This issues with the approval of competent authority.

 1/8/26.
उप महाप्रबंधक (मां. सं/प्रशासन)

Deputy General Manager (HR/Admn)
का० मु.म.प्र.दू., आं.प्र.दूरसंचार परिमंडल
O/o CGMT, A.P Telecom Circle
विजयवाडा Vijayawada - 520004.

Copy to:

1. All the executives, O/o CGMT, AP Circle for information and necessary action please.