

**GOVERNMENT OF TELANGANA  
MUNICIPAL ADMINISTRATION DEPARTMENT**

O/o Commissioner & Director of  
Municipal Administration, 640,  
A.C. Guards, Hyderabad-500004.

**CIRCULAR**

**Memo.Roc.No. 4475/2015/M2,**

**dt. 29.08.2015**

**Sub:-** Municipal Administration Department – Adoption of Biometric Attendance System in all the Urban Local Bodies of the State (except GHMC) including offices of Regional Directorates of Municipal Administration Instructions reiterated – Regarding.

**Ref:-** This office Circular Roc.No. 4475/2015/M2, dt. 29.06.2015 addressed to the Commissioners of all ULBs and RDMA's

\*\*\*\*\*

The attention of the Commissioners of all Urban Local Bodies in the State (except GHMC) and Regional Director-cum-Appellate Commissioners of Municipal Administration in the State is invited to the reference cited wherein they were directed to adopt Biometric Attendance System in their respective ULBs and Regional Directorates for all the regular employees, outsourcing and contract employees including workers by procuring the Biometric Attendance Machines duly following the rules for procurement which shall come into force from 01.07.2015.

2. They were further directed to ensure that all the regular employees, outsourcing and contract employees attend office by 10.30 A.M. or by 10.40 A.M. (with a grace time of 10 minutes) and upload their finger prints in the Biometric Attendance Machine both in the morning time and evening time before leaving the office without fail and in respect of outsourcing & contract workers, the shifts/ timings as prescribed by the respective Urban Local Body shall be followed and the work hours shall be strictly restricted to 8 hours per day as per the instructions already issued in this regard vide this office Circular Roc.No. 741/2014/M2-1, dt. 16.06.2015.

3. In spite of the above instructions, it has been observed that most of the Municipal Commissioners still did not adopt the Biometric Attendance System in their respective ULBs resulting in improper and poor attendance of Municipal Employees and Workers which is hampering effective functioning of the ULB.

4. In this regard, the Commissioners of all ULBs in the State and (except GHMC) and Regional Directors are informed once again that discipline is the essential prerequisite for efficient functioning of any office or organization. Punctuality, promptness, regular attendance and obedience are the basic needs of discipline. Further, cleanliness and orderliness, quiet and dignified behavior, observance of silence during working hours and mutual courtesy among the members of the staff will be conducive to smooth



running of the office. Further, as per the District Office Manual, every employee has to attend to office from 10.30 A.M. to 5.00 P.M. or till the work entrusted is completed.

5. In view of the above, the Commissioners of all ULBs in the State (except GHMC) and Regional Directors of Municipal Administration of Warangal & Hyderabad are directed once again to adopt Biometric Attendance System in their respective ULBs and Regional Directorates for all the regular employees, outsourcing and contract employees including workers by procuring the Biometric Attendance Machines, if not already done and report compliance to this office.

6. Any deviation of these instructions will be viewed seriously and disciplinary action will be initiated against the officials concerned as per Andhra Pradesh Civil Service (Classification, Control & Appeal) Rules, 1991.

**Sd/- B. Janardhan Reddy**  
**Commissioner & Director**

To

The Commissioners of all Urban Local Bodies of the State except GHMC  
{through RDMA's}

The Regional Director-cum-Appellate Commissioners of Municipal Administration of Warangal and Hyderabad for necessary action in the matter

Copy submitted to Principal Secretary to Government, MA & UD Department, Telangana Secretariat, Hyderabad

  
for Commissioner & Director