Corporate Office
Admin & PR Branch
1st Floor, Bharat Sanchar Bhawan,
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Ph: 011-23734157

भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

BSNLCO-ADMN/62/6/2020-ADMN

Dtd. 8th July, 2025

To

All CGMs,
BSNL.

Sub.: Upgradation of Mobile App for marking the attendance in online Attendance System - regarding.

Kindly refer to above mentioned subject. In this regard, it is intimated that the Mobile App for marking of attendance in online attendance system has been upgraded with enhanced performance and additional security features.

The key features/guidelines are as following:

1. Mobile App Usage:
   (i) All executives and non-executives must use the Mobile App for daily attendance marking.
   (ii) Portal-based attendance should be disabled for employees who have activated the Mobile App.
   (iii) The system will henceforth not allow simultaneous use of both the Portal and the Mobile App for attendance.
2. Location Locking:
   (i) Employees using the Mobile App should be locked to their respective office locations. It must be ensured that no BTS locations are added.
   (ii) The allowed distance shall remain by default or 150 meters.
   (iii) For employees working across multiple locations, multiple office locations may be added during location locking.
3. Monitoring & Compliance:
   (i) Controlling Officers must strictly monitor daily attendance of their subordinates.
   (ii) Submission of On-Duty entries in monthly statements in place of proper attendance should be avoided and monitored closely by the BA Head/Circle Head.
4. Activation of New Features:
   (i) The following features must be enabled for all employees:
   - Face Recognition
   - Device Locking
   - Location Locking

(1)

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The following implementation guidelines/ Standard Operating Procedures (SOP) should be followed for activation of these features:

Implementation Guidelines (SOP):

(i) All employees must update the mobile app to the latest version from the Google Play Store (Android users) or App Store (IOS users-indirect after scanning bar code from home page of attendance portal).

(ii) All Nodal officers will activate the features of device locking/face recognition/location locking for all their corresponding employees. Nodal officers can enable or disable these features from their portal login via:

(a) Go to Reports & Settings

(b) Select the corresponding option for: Device Locking/ Face Recognition/ Location Locking

The detailed procedures are as following:

(1) Device Locking:

(i) The mobile device will be automatically locked to the user's mobile number during the first login.

(ii) If a device is changed, the nodal officer can disable and re-enable the device lock.

(iii) During re-enabling, the user must keep the app open and receive an SMS, which must be physically verified by the nodal officer on the same device before locking.

(2) Face Recognition:

The app now requires employees to verify their identity via face recognition using the front camera of their mobile during every attendance marking. To enable:

(i) The nodal officer must toggle the Face Recognition switch to "Enable."

(ii) The employee must then open/refresh the app to activate the face capture feature.

(iii) The employee will capture multiple clear face photos (with and without spectacles) which are uploaded to the portal.

(iv) The nodal officer must select a few valid face images by dragging them from the left to the right box for validation.

(v) During every attendance attempt, the system will compare the live image with the validated ones.

(vi) The nodal officer must ensure that only real and authentic images are selected for validation.

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(3) Location Locking:

Location Locking restricts employees to mark attendance only from designated office premises. To activate:

(i) Nodal officers must assign the office location(s) from which attendance can be marked.

(ii) In case of transfers, the location lock must be reset to the new office.

(iii) Only official office/exchange premises are to be used; BTS locations are not permitted.

All Circles are strictly instructed to implement these Standard Operating Procedures (SOP) and enable the new features for all employees within one week from the date of issuance of this order.

This has the approval of the competent authority.

(Sanjiv Sharma) 8|7|2025
AGM(Admin)

Copy to:

(1) PS to CMD, BSNL for kind information

(2) PSs to all Directors of BSNL Board and CVO, BSNL.

(3) CGM, Kerala for the implementation in attendance portal

(4) All Unit Heads of BSNL Corporate Office.

(5) All employees of BSNL.

(6) BSNL Intranet.