



**MECON LIMITED**  
**RANCHI-834002**

**CIRCULAR**

No. 11.73.3/2020/19

Date: 09.03.2020

**Sub: Temporary Suspension of Biometric Attendance Recording System & Introduction of "Employee Attendance System" for all Offices/ Locations.**

1. As a precautionary measure to prevent the spread of Corona virus (COVID-19), the system of recording the attendance through existing Biometric Attendance Recording System is hereby suspended from 11.03.2020 to 31.03.2020.
2. However, the employees shall continue to use "Employee Attendance System", available in MECONINFO, for submitting their respective attendance and approval by their concerned Approving Authority to ensure smooth operation of Payroll system.
3. A new provision of "Present (P)" is introduced and the same may be used for marking Attendance as "Present" in the Employee Attendance System.
4. This system of recording the attendance through Employee Attendance System shall be applicable to all employees (both Biometric and Non-Biometric locations).
5. The old "Absentee Reporting System" available in "Pay Bill" module and hitherto applicable to all Non-Biometric locations stands discontinued upon introduction of new "Employee Attendance System".

The system can be accessed using the following link-

- login to MECONINFO-> Personal Info-> My Attendance

**To Submit Attendance (all employees):**

- Login to MECONINFO
- Go to Personal Info-> My Attendance.
- Click "My Attendance".
- Select Year & Month, Click "View" button
- Select Reason as "Present (P)" or select appropriate option.
- Enter particulars as displayed as Click "Save" button.

**To Approve Attendance:**

- Login to MECONINFO
- Go to Personal Info-> My Attendance.
- Click "Approval of Absentee" link, and select Year, Month, Location and Section.
- The system will display the list of employees.
- Click on "Details" link to view attendance details of the corresponding employee.
- Click on "Approve" or "Return" button to process the absentee.
- In-case of return, the employee can resubmit the attendance for re-approval.

6. This has the approval of the Competent Authority.

  
(Dr. Manoranjan Biswas)

**Chief General Manager (Personnel & Administration)**

**Distribution**

As per standard list