

**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. 26.08.2016

Sub:- Municipal Administration Department – Administrative Reforms – Implementation of Bio-metric system for all categories of employees in all the ULBs as one of the Reforms Indicators announced by the Hon'ble Minister for MA & UD Department in the Review Meeting held on 01.08.2016 – Certain instructions issued for implementation – Action taken report – called for - Regarding.

Ref:- This office Circular Roc.No. 4475/2015/M2, dt. 13.08.2016 addressed to the Commissioners of all ULBs and RDMA's

The attention of the Commissioners of all Urban Local Bodies in the State and Regional Director-cum-Appellate Commissioners of Municipal Administration, Warangal and Hyderabad is invited to the reference cited wherein based on the instructions issued by the Hon'ble Minister for MA & UD Department during the review meeting held on 01.08.2016 at Karimnagar, instructions were issued to the Commissioners of all ULBs in the State on implementation of Biometric Attendance System for all categories of employees in all the ULBs with a view to improve service delivery to citizens at all levels while maintaining discipline, punctuality, transparency and accountability, duly fixing item-wise works and timelines for each work so to commence the Biometric system in all ULBs in the State w.e.f. 02.10.2016.

2. The following activity-wise timelines were fixed on implementation of Biometric Attendance System in the ULBs:

Sl. No.	Activity	Duration	Responsible Officer
1	Orientation to all categories of employees	16.08.2016 to 20.08.2016	Assistant Engineer, Office Manager, Sanitary Inspector
2	Orientation to Association Members/ Council Members	21.08.2016 to 24.08.2016	Assistant Engineer, Sanitary Inspector
3	Procurement of Machines through e-Procurement	By 25.09.2016	Assistant Engineer
4	Enrollment of all categories of employees	By 01.10.2016	All section heads
5	Implementation of Biometric Attendance System	From 02.10.2016 onwards	All section heads

3. In view of the above, the Commissioners of all ULBs in the State are directed to furnish the action taken report in the prescribed format enclosed through the RDMA concerned who in turn shall compile and furnish a consolidated report to this office by return fax/ email without fail.

**Sd/- M. Dana Kishore
Commissioner & Director**

Encl:- Proforma

To

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

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

Copy submitted to the Special Chief Secretary to Government, MA & UD Department, Telangana Secretariat, Hyderabad


for Commissioner & Director

STATEMENT SHOWING THE IMPLEMENTATION OF BIOMETRIC ATTENDANCE IN THE ULBs IN THE STATE

Sl. No.	Name of the ULB	Activity	Timelines prescribed	Whether the scheduled activity is completed as per timelines. If completed, furnish details thereof	If not completed, furnish reasons along with explanation for not complying the instructions
1	2	3	4	5	6
		(i) Orientation to all categories of employees	16.08.2016 to 20.08.2016		
		(ii) Orientation to Association Members/ Council Members	21.08.2016 to 24.08.2016		
		(iii) Whether Biometric machines have been procured through e-Procurement	25.08.2016 to 25.09.2016		

Sd/- M. Dana Kishore
Commissioner & Director

for Commissioner & Director