

(Report Details)

Scope of Work: - Supply, Installation & Commissioning of Biometric Attendance System with 1-year warranty.

Scope for Attendance Recording System

Different modules: Following is list of some of the modules, which is just for reference purpose. Each employee (around 200) to be given ordinary login account to view punch records, apply leave, gate pass, regularize missed punch of self. Department/HR/Fin to be given separate login to view the details of the employees and for administrative tasks.

Admin

- Employee/Shift/Shift Category/Department details
- Holiday details
- User details and administration

Absence Policy

- Employee requesting for Regularization of missing swipe entries and approval by Competent Authority e.g. HOD/AGM/GM.
- All leaves will be posted in SAP except C-OFF (compensatory off). C-OFF record for the employee to be maintained in the software. C-OFF leave will be applied by the employee in the Time Office Software and approved by the Competent Authority. C-OFF earned by the employee will be entered in the software by the department. C-OFF will be accounted in units of half day and carry forward to next year also. and the deduction to be reflected in the account of the employee.
- Employee will post absence due to tour and it will be approved by Competent Authority.
- Gate pass for both official and private purpose to be applied by the employee and approved by the competent authority.
- Late Punch Policy changes according to the requirement of the management. At present only first late punch is being monitored and action taken. 20 minutes late from shift start timing is permissible. Late punch beyond 20 minutes is marked as absent unless regularized. 20 minutes to 1 hour can be regularized by HOD for maximum 4 times in a month. If not regularized, then deduction of salary/leave takes place. Late punch beyond 1 hour cannot be regularized. On the basis of late punch report, the department will make entry in the software, the late punch approved by the competent authority & which will be reflected in the Software.
- Higher Officials AGM/GM will not come under late policy.

Reports**(A) Employee**

- (1) Daily attendance (swipe data) report
- (2) Attendance report for a period & Monthly Absence report

- (3) Un regularized Absence Report
- (4) C-OFF Leave Details & Late/Gate Pass details

The following reports shall be made available to the user departments for a given period (daily/weekly/monthly/quarterly/half-yearly/yearly) or on demand in the form of dash boards viz Top Management/Time Administration/HR/Employees etc. The output could be seen on the screen, sent to a file or a printer.

(B) Department/HR/FIN

1. Daily attendance (swipe data) report
2. Attendance report for a period
3. Un regularized Absence Report
4. Monthly Absence (which needs to be regularized) report
5. List of Employees with shift mismatches
6. Department-wise late comers
7. Department/Employee-wise early exit statement
8. Department/shift wise attendance report
9. Monthly strength and Absence ratio
10. Daily/ monthly Gate pass reports.
11. Department wise attendance for a day
12. Statement of swipes/ absentees for a given day
13. Late/Absence report for a given date
14. Check list of shift schedule for a month
15. Extraction of leave data from SAP/ESS and updating in the system
16. Regularization reports
17. Employees who have availed compensatory off/ Gate Pass/ leave/Tour
18. Report on OT hours posting/C-OFF hours booking
19. Report on unsettled Attendance
20. List of employees who work more/less than 8 hours in a day.
21. Report on total number of employees, working days, absent days, including authorized leave, unauthorized absent leave.
22. Extended hours sanctioned vs posted, department wise,
23. MIS requirements for department/HR/FIN.
24. Monthly Attendance report for the purpose of making salary.

Note: This list is not exhaustive. The bidder must ensure that the offered system caters to the requirement of BHEL.

TABLE Structure of Leave Related Data in Oracle Database from which the leave details is to be extracted through separate login application to be created for the purpose and linked and incorporated to the Biometric Attendance Software

1. Structure PIS_LEAVE_RECORD

Columns Name	Data Type
EMPLR_ID	NUMBER(8)
EMPLR_FROM_DATE	DATE
EMPLR_TO_DATE	DATE

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EMPLR_LEAVE_CODE	VARCHAR2(10)
EMPLR_LEAVE_DESC	VARCHAR2(50)
EMPLR_REASON_CODE	VARCHAR2(10)
EMPLR_REASON_DESC	VARCHAR2(50)
EMPLR_NO_DAYS	NUMBER(10,2)
EMPLR_CHANGE_ON	DATE
EMPLR_EMP_NAME	CHAR(40)
EMPLR_LEAVE_CAL_DAYS	CHAR(9)
EMPLR_DOC_NO	CHAR(20)
EMPLR_CHANGE_BY	CHAR(12)

2. Structure **PIS_EMPLOYEE_MASTER**

Columns Name	Data Type
EMP_ID	NUMBER(8)
EMP_LNAME	VARCHAR2(40)
EMP_MNAME	VARCHAR2(20)
EMP_FNAME	VARCHAR2(40)
EMP_SEX	CHAR(1)
EMP_DATEOFBIRTH	DATE
EMP_CASTE	VARCHAR2(8)
EMP_EMAIL_ID	VARCHAR2(241)
EMP_BHEL_JN_DATE	DATE
EMP_BHEL_JN_DIV	VARCHAR2(4)
EMP_JN_LOCATION	VARCHAR2(4)
EMP_BHEL_ENTRYMODE	VARCHAR2(2)
EMP_ENTRY_GRADE	VARCHAR2(8)
EMP_DESIGNATION	VARCHAR2(40)
EMP_TYPE	VARCHAR2(8)
EMP_CATEGORY	VARCHAR2(2)
EMP_EXSERVICEMAN	VARCHAR2(1)
EMP_DEFUNCT	CHAR(1)
EMP_USERNAME	VARCHAR2(15)
EMP_MOD_DATE	DATE
EMP_DIVISION	VARCHAR2(4)
EMP_LOCATION	VARCHAR2(4)
EMP_FUNCTION	VARCHAR2(8)
EMP_APPRAISER_ID	VARCHAR2(8)
EMP_PASSWORD	VARCHAR2(15)
CURR_GRADE_DATE	DATE
EMP_PASS_STATUS	VARCHAR2(1)
EMP_CURR_GRADE	VARCHAR2(8)
EMP_PR_DATE	DATE
EMP_RECHS_UNIT	VARCHAR2(50)
EMP_RECHS_JOINING_DATE	DATE
EMP_REASON_OFLEAVING	VARCHAR2(100)
EMP_DATE_OF_LEAVING	DATE
EMP_CONTACT_NO	VARCHAR2(30)
EMP_RECHS_TYPE	VARCHAR2(50)

EMP_RECHS_FLAG	VARCHAR2(8)
DEPT_PAYROLL	VARCHAR2(8)
EMAIL	VARCHAR2(50)
EMAP_FUNC	VARCHAR2(3)
HOD_FLAG	CHAR(1)
STAFFNO_CONTROLLING_OFF	VARCHAR2(8)
EMP_ORG_DEPT	VARCHAR2(100)
EMP_MOBILE_NO	VARCHAR2(20)
EMP_WORK_NO	VARCHAR2(20)
EMP_STATUS	VARCHAR2(20)
RECHS_REGN_DATE	DATE
RECHS_REGN_BY	VARCHAR2(20)
EMP_LAST_UNIT	VARCHAR2(20)
EMP_RECHS_REVAL_DATE	DATE
EMP_ADDRESS_LINE1	VARCHAR2(50)
EMP_ADDRESS_LINE2	VARCHAR2(50)
EMP_ADDRESS_LINE3	VARCHAR2(50)
EMP_ADDRESS_CITY	VARCHAR2(50)
EMP_ADDRESS_STATE	VARCHAR2(50)
EMP_ADDRESS_COUNTRY	VARCHAR2(50)
EMP_ADDRESS_PINCODE	VARCHAR2(8)
EMP_RECHS_UNITNAME	VARCHAR2(50)
EMP_ADDRESS_LINE4	VARCHAR2(80)
EMP_CURR_EG	VARCHAR2(8)
EMP_CURR_EG_NAME	VARCHAR2(25)
EMP_CONTACT_WORKPLACE	VARCHAR2(40)
EMP_ESS_USER	VARCHAR2(1)
MINORITY_GROUP	VARCHAR2(2)
PHYSICALLY_CHALLENGE	VARCHAR2(1)
TYPE_OF_CHALLENGE	VARCHAR2(2)
EMP_CONTACT_WORKPLACE1	VARCHAR2(40)
EMP_FAX_WORKPLACE	VARCHAR2(30)
EMP_CONTACT_RESI_EXTN1	VARCHAR2(20)
EMP_CONTACT_RESI_EXTN2	VARCHAR2(20)
EMP_DESIGNATION_SUFFIX	VARCHAR2(85)
EMP_POSITION	VARCHAR2(8)
EMP_BANK_KEY	VARCHAR2(15)
EMP_BANK_ACC_NO	VARCHAR2(18)
EMP_BANK_IFSC_CODE	VARCHAR2(11)
EMP_COST_CENTER	VARCHAR2(10)
EMP_ORG_UNIT	VARCHAR2(15)
EMP_ORG_DESC	VARCHAR2(15)
EMP_COST_CENTRE_CODE	VARCHAR2(15)