



Government of Haryana/हरियाणासरकार
Directorate of Food and Supplies
खाद्य एवंपूर्ति निदेशालय

To

1. All the District Food and Supplies Controllers
In the State of Haryana.
2. Deputy Controller Legal Metrology, Haryana
DIC Building, Football Chowk, Ambala Cantt.

Memo No: C.O./ITCELL/2016/ 5702
Dated, Chandigarh, the 17/3/2016

Subject:- Regarding Online Entry of Leave or Tour on <http://hrfood.attendance.gov.in>.

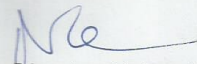
Reference on the subject cited above.

Bio-metric devices are likely to be delivered and installed on all the locations up to 31st March 2016.

You are hereby directed to ensure that all the employees mark their attendance as per office location on Biometric Attendance Devices from the date of installation of devices.

You are further directed to ensure that if any employee proceeds on leave or tour he must enter Leave or Tour online on <http://hrfood.attendance.gov.in> after the approval of Competent Authority. Guidelines for Online entry of Leave or Tour on <http://hrfood.attendance.gov.in> are attached as Annexure-'A'.


Ensure strict compliance of these directions.


Deputy Director (Admn.)
for Director Food and Supplies, Haryana

Endst. No. C.O./ITCELL/2016/ 5703

Dated, Chandigarh the 17/3/2016

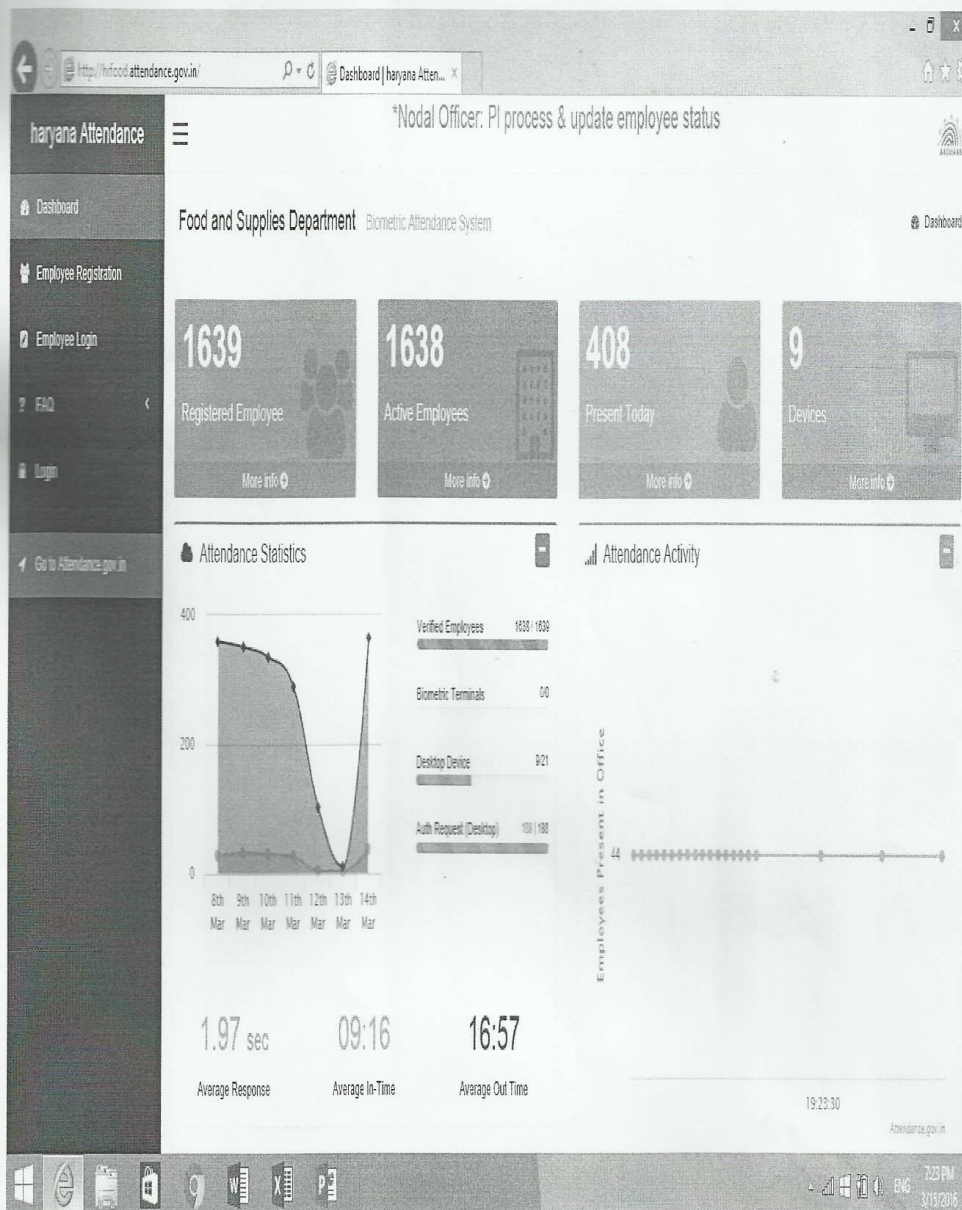
A copy of the above is forwarded to all the officers/officials at H.Q with the directions to ensure entry of Online Leave or Tour on <http://hrfood.attendance.gov.in> after the approval of Competent Authority. Guidelines for Online entry of Leave or Tour on <http://hrfood.attendance.gov.in> are attached as Annexure 'A'.


Deputy Director (Admn.)
for Director Food and Supplies, Haryana

Annexure-A

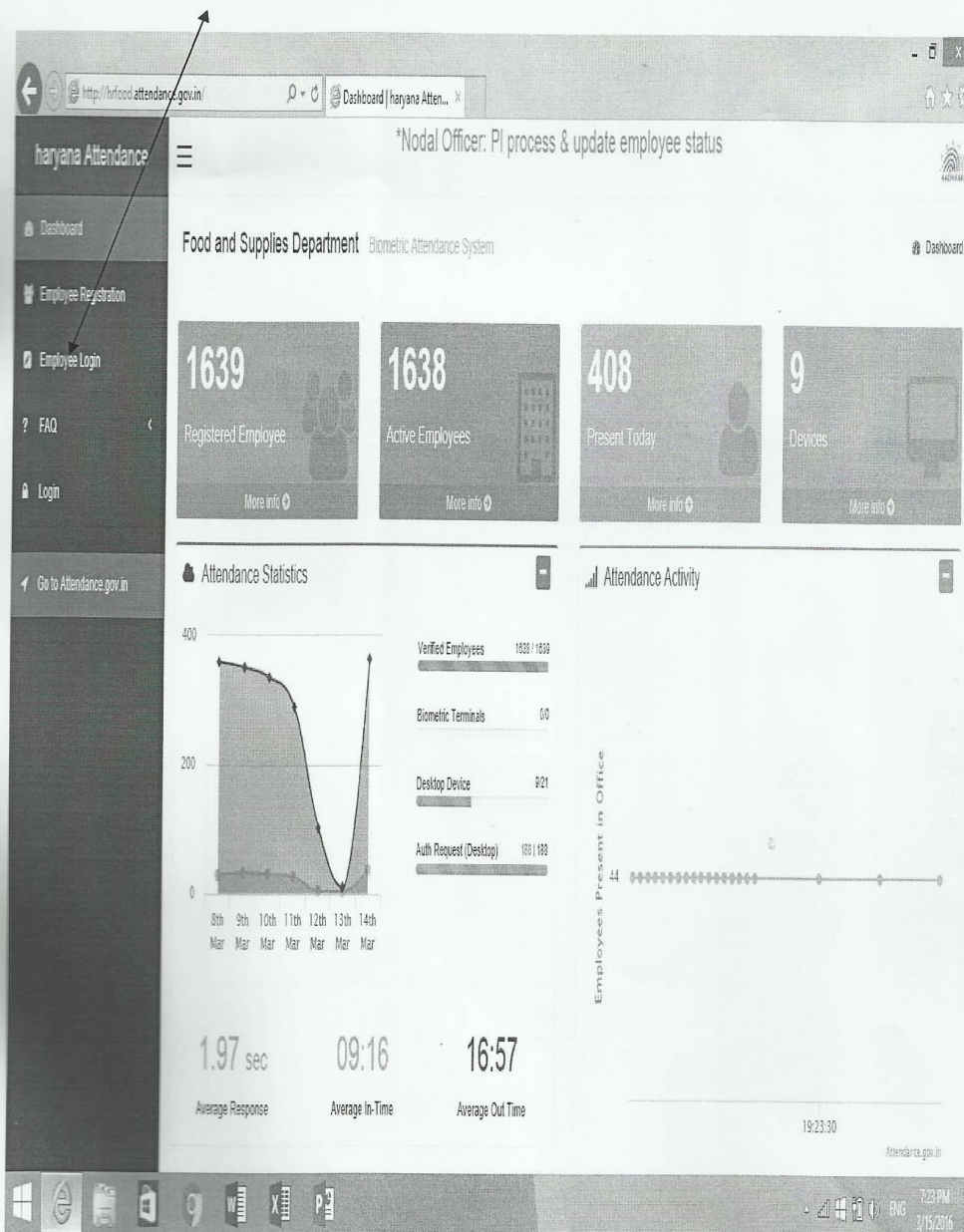
GUIDELINES FOR ONLINE ENTRY OF TOUR OR LEAVE ON
<http://hrfood.attendance.gov.in> BY THE EMPLOYEE

Step 1 Visit <http://hrfood.attendance.gov.in> . Screen will look like this.



Step: 2

Click on Employee Login





Step: 3

Enter your Eight (8) digits ID

Enter the captcha Code as it appears

Haryana Attendance

Employee Corner

Attendance ID *

Enter Attendance ID

Enter the code exactly as it appears: * a14E4I Not readable? Change text.

Confirmation Code

Generate Login OTP

Instructions for using Employee Corner:

1. Enter the 8 digit Attendance/Registration ID.
2. Enter Captcha code as displayed in image.
3. Generate OTP to sign in to employee corner

Login to the Employee corner to update employee information, set reminders, add leave and tour records

Note:

- a. The OTP generated will be valid for one calendar day, the employee can use the same OTP to login to the employee corner multiple times in a day.
- b. After Generating the Login OTP wait for 5 mins to receive the same, if OTP is not delivered in 5 mins then you can try again to regenerate another otp.
- c. If you have already generated an OTP which is valid, you can try to login directly using the same.
- d. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

Click on Generate Login OTP (One Time Password)

Step: 4

(OTP Message would be sent on your registered mobile)

Enter OTP No. at here

Enter the captcha Code as it appears

Haryana Attendance

Employee Corner Login

Attendance ID: 95294416

OTP *

Confirmation OTP

Enter the code exactly as it appears: 516aBe

Confirmation Code

Login

Generate Login OTP

Instructions for using Employee Corner:

1. Enter the 8 digit Attendance/Registration ID.
2. Enter One Time Password (OTP) as received.
3. Enter the captcha code as displayed in image.
4. Press Login button to sign in to Employee Corner.

Note:

a. The OTP generated will be valid for one calendar day, the employee can use the same OTP to login to the employee corner multiple times in a day.

b. After Generating the Login OTP wait for 5 mins to receive the same, if OTP is not delivered in 5 mins then you can try again to regenerate another otp.

c. If you have already generated an OTP which is valid, you can try to login directly using the same.

d. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

Press Login

Step: 5

Click on Leave or Tour as per requirement and enter approved

Tour or Leave

Haryana Attendance

Employee Corner

Hit BALJIT SINGH

Welcome to Biometric Attendance System (BAS) Employee Corner

Update Register Leave Feedback

Average for last One Month

Employee

08:28 17:07 8:39

Average In-Time Average Out Time Attended Hours

Organization

09:23 16:51 7:28

Average In-Time Average Out Time Attended Hours

What can be done in the Employee Corner:

1. Update the demographic information submitted on BAS portal.
2. Set reminder to receive SMS alert for marking opening & closing attendance.
3. View Employee Attendance Register.
4. Add Full/Half day Leave records. (requires verification by nodal officer to be displayed on Attendance register)
5. Add Tour records. (requires verification by nodal officer to be displayed on Attendance register)

Note:

a. Adding Leave and Tour Records will help in displaying appropriate representation on the Attendance Register.

b. Update your Designation, Division/Unit of Organization in case of change so that Attendance reports are generated correctly and your name features in the correct organization unit.

c. You can view historical attendance register data by selecting the month and year below the photograph.

d. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).