

**PROCEEDINGS OF THE MEMBER SECRETARY  
KERALA-DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL  
(Present : Dr. P.V. Unnikrishnan)**

Sub:- Kerala Development and Innovation Strategic Council- Recording attendance through  
Zoho People Plus- Sanctioned- Orders Issued

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**KERALA-DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL**

No : 372/2023/KDISC

Thiruvananthapuram, Dated: 28.04.2023

- Read:-
- 1) GO(MS) No 8/2021/PLG&EA dated 24.02.2021
  - 2) Proceedings No 177/2021/KDISC dated 07.03.2022
  - 3) Minutes of the meeting held on 25.04.2023

**ORDER**

As per order read as 1<sup>st</sup> paper above the Government had restructured the Kerala Development and Innovation Strategic Council (K-DISC), as a society under the Travancore Cochin Literary Scientific and Charitable Societies Act 1995, K-DISC has given an enhanced mandate on innovation promotion and knowledge building across the state.

An online attendance tracking system was necessary for accurate records of attendance, overtime, clock-ins, and shift timings to calculate payroll and measure productivity. Subsequently K-DISC procured Zoho People Plus an integrated HR Tool through ICT Academy of Kerala as per paper read as 2<sup>nd</sup> above.

Zoho People's time and attendance system helps to focus on employee productivity while accurately tracking work hours and providing error-free reporting. As per the minutes read as 3<sup>rd</sup> paper above it was decided to record the attendance of all the employees of following divisions through ZOHO People Plus w.e.f 01.05.2023.

- Planning Competency Development and Innovation Systems Design
- Skills, Employment and Entrepreneurship
- Innovation Technologies
- Social Enterprises and Inclusion
- All TRC and PMU staff members

All leave request should also be made through Zoho People Plus. Any technical issues shall be addressed to the mail id [hr-it@kdisc.kerala.gov.in](mailto:hr-it@kdisc.kerala.gov.in).

Secretariat staff will be marking attendance only in SPARK. Zoho People Plus attendance will be only for non Secretariat staff members.

Shri Shaji A, Consultant will be responsible for establishing and streamlining this system. The IT system maintenance and report generation would be handled by Mr M SureshKumar and Mr Arun Krishnan, Consultants of K-DISC. The operational aspects of Zoho People shall be handled by Mr Vishnu Prasad and Mr Sandeep D, Junior Consultants. They will examine issues in implementation

on a regular basis and bring it to the notice of the Member Secretary in due course.

Biometric based accession system would be established in K-DISC offices and this will be linked to the Zoho People system in due course.

The targets for operationalising this in various offices would be as follows

India heights May 15th

Other offices May 30 th

Shri Shaji A, Consultant would take necessary to operationalise Biometric based accession system. Manual attendance sheets will be in use only till this integration is over. The Member Secretary will review the progress of these systems on a weekly basis and the progress shall be reported at the staff meetings chaired by Executive Vice chairperson by Shri Shaji A along with his team members. Attendance statement and leave statement will be generated from Zoho People and will be used for payroll preparation at the end of June 2023. Integration of DDFS/OspynDocs and Unified Treasury Interface Module will be done in due course.

The matter has been examined in detail and sanction is hereby accorded to record attendance and leave requests of all the employees of aforementioned divisions through Zoho People Plus w.e.f 01.05.2023.

**Member Secretary**

1. All Contract Employees of KDISC, PMU Officials, TRC Officials
2. Executive Director(Management Services)
3. Senior Administrative Officer
4. Senior Finance Officer
5. Finance Division of K-DISC
6.  Stock file/ Office Copy

Copy to:

1. O/o the Member Secretary, K-DISC

Forwarded / By Order

  
Section Officer