

GOVERNMENT OF MIZORAM
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
W.PHAILENG R.D BLOCK
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Dated: W.Phaileng, the 19th Oct., 2024

OFFICE ORDER

No.A.44018/1/2024-BDO (PL)Misc. : Sawrkar hnathawk zawng zawngte mumal zawka attendance lak anih theihna turin Sawrkar chuan '**Kai**' App a duang thara, he App hi staff zawng zawng ten lo download-a lo in register vek tura hriattir kan ni e.

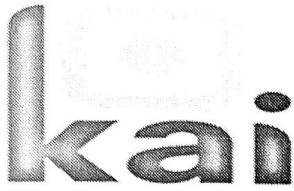

(MOSES RAMDINTHARA)
Block Development Officer
W. Phaileng RD Block

Memo: A.44018/1/2024-BDO (PL)Misc. : Dated.W.Phaileng, the 19th Oct., 2024

Copy to :

All BDO & SDO (C) Staff


Block Development Officer,
W.Phaileng RD Block.



KAI App Hriattur pawimawh

1. "Kai" App atangin attendance lak nan QR Code scan tur a ni. QR Code hi Estab branch ah leh NR Cell ah a awm ang.
2. QR Code hi 9:30 AM thleng scan theih a ni anga. Hemi hnu lama scan chuan "LATE" angin a in record dawn a ni.
3. QR Code hi office thlen ah scan tur a ni a. Office timing hi 9AM to 4PM a nih avangin 4PM hma chu sign-out loh tur ani. 4PM hmain kan lo sign-out a nih pawhin a in record vek dawn a ni.
4. Phone number hi chhinchhiah vek a ni a. Hemi bakah hian mobile phone serial number a chhinchhiah bawk a ni. Hetiang a nih avang hian phone dang hmangin QR Code a scan theih loh a, kan registered phone ngei kha hman ngei ngei tur a ni. Phone dangah "Kai" App download in Sign-in mah ila, registered mobile phone a nih loh chuan hman theih a ni lo. Mobile Phone (Handset) thar kan hmang duh a nih chuan Kai App ah khan "CHANGE MOBILE PHONE" tih kha click tur a ni. Mobile Phone thar hman a nih chuan mobile phone hlui ami account kha deactivate a ni ang.
5. Geo-fencing tih a ni a. Hemi awmzia chu Office Area-ah bak QR Code hi scan phal a nilo a. QR Code hi lo copy in mahni ina scan kan awm chuan kan scan na hmun (Location) a in record vek a ni.
6. ON DUTY: Thil tul avanga office kal tlai a awm in emaw Official Duty vanga Office kal tlai emaw a ngaih chang a awm in "ON DUTY ATTENDANCE" hi a apply theih a ni. A kal tlai chhan chu pawm a nih chuan "Present" angin dah a ni ang. Tlai palh chang a awm in a "appeal" theih tihna a ni a. A chhan tha tak ziah tel tur a ni a. Tlai ni ah ngei (same day) ah appeal tur a ni. Appeal hi pawm a nih chuan present angin a in zia ang.
7. Leave eng chi pawh (CL, EL etc.) lak a nih chuan proper channel-in manual in chhinchhiah mai tur a ni a. Kai App- ah chuan "Absent" angin a in record anga. He thil hi "Official Approved Leave" angin in record tura hma lak mek a ni.
9. Office sawn (Transfer) tan Office Change apply tur a ni a. Kai App atangin kan office awmna tharah dil tur a ni.