

TRANSPORT DEPARTMENT

IMPORTANT POINTS ABOUT “KAI” APP:

1. “Kai” App atangin attendance lak nan QR Code scan tur a ni. QR Code hi Main entrance-ah leh STA-ah a awm anga. Director personal branch-ah a awm bawk ang.
2. QR Code hi 9:45AM thleng scan theih a ni anga. Hemi hnulama scan chuan “LATE” angin a in record dawn a ni.
3. QR Code hi office thlen ah leh office ban hunah scan tur a ni a. Office timing hi 9AM to 5PM a nih avangin 5PM hma chu scan tur a ni lo a. 5PM hmain kan lo scan 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 ziak ang.
7. E-Leave nen link a ni a. Group A Officer-in e-leave hmangin leave lak chuan a leave lak te chu Manager in a lo hmu thei a ni.
8. Group A ni lo staff dang tan 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.