HPPCL/P&A/Policy Circulars/14- 22846-66   Dated 05/03/2014

Circular

As all the officers/ officials in the Corporate Office, HPPCL and Design Office, Sundernagar, HPPCL are aware that biometric machines have already been installed in the offices of HPPCL located at Shimla and Sundernagar. These machines have been made operation since last more than one year. The biometric attendance system shall also be installed in the project sites also within a short span of time.

In order to have smooth functioning of the system of marking attendance through the biometric machines, the necessary guidelines are enclosed, which are required to be adhered to by all the officers/ officials strictly. These guidelines shall come into effect w.e.f. 1st April, 2014.

Tiwari
04/03/2014

Director (Personnel)
HP Power Corporation Limited

1. All HOPs/HODs, HPPCL with a request to bring this circular into the notice of all officers/officials under your control.
2. AE (Estate), Corporate Office, HPPCL
3. Notice Board

Guidelines on account of introduction of attendance of the officers/ officials on the Biometric machines in Himachal Pradesh Power Corporation

1. The marking of attendance through the Biometric Machines at the time of reporting and leaving the office premises is compulsory for all the officers/ officials posted in HPPCL.

2. The employees at project sites assigned on shift duty shall have to mark their attendance at least once in a whole day, if not possible to mark the attendance at the time of reporting and leaving the office premises. However, marking of attendance through biometric machines at the time of reporting and leaving the office premises is compulsory for staff posted in projects and is assigned to work in office.

3. To ensure regularity and punctuality in attendance, all employees shall adhere to the office timings i.e. 10:00 AM to 05:00 PM with lunch break between 1:30 PM to 2:00 PM i.e. 7 hours per day. The attendance will have to be recorded in machine by placing the finger/punch card in the given spot of Bio-metric machine while entering or leaving the office premises.

4. Recognizing the need for HPPCL employees to cope up with the peak time traffic rush because of same office & school timings, maintain work, family and personal commitments, the flexi hour's concept is being introduced. As per this concept, officers/ officials will be allowed flexibility of 30 minutes in the morning i.e. upto 10:30 AM for coming to office but not as a matter of routine. However, coming late shall have to be made good by sitting late for equal time period before leaving the office on the same day.

5. In project sites, the existing system of marking attendance in the attendance register will remain in force until the installation of biometric attendance system.

6. **Nodal Officer for operation, assistance & monitoring of Biometric Attendance**

   ✓ Sr. Manager (IT) for Corporate Office, Shimla will be the nodal officer.
   ✓ Nodal officers in field offices shall be nominated by HOPs, whose name shall be notified to the Corporate Office.
   ✓ At Corporate Office, Shimla Sr. Manager (IT), whereas, in field offices the nodal officers nominated by HOPs must ensure that appropriate coverage is maintained between 9:30 A.M. to 5:30 PM.
   ✓ The Nodal Officers shall take the print out of the attendance and send the same to the concerned P&A Department i.e. Corporate Office/Field Offices by 7th of Every Month.
   ✓ The P&A department shall put up the report to HOP in field offices and P&A department in Corporate Office shall put the report to Director concerned by 10th of every month along-with list of habitual late comers.
   ✓ The P&A department in field offices shall put up the Action Taken Report to HOPs and P&A department at Corporate Office to Director (Personnel) by 15th of every month.

7. The respective P&A Department should ensure that the regular leave so debited is duly entered in the service book/SAP System of the employee concerned.

8. The employees who are deputed on official duty involving late attendance or early leaving will forward the permission slip (as per **Annexure-I**) duly signed by their respective Head of Division to Nodal Officer with a copy to concerned P&A Cell so that their late coming or early leaving of office premises can be regulated.

9. In the event of Head of Project/Head of Division on leave/out of station etc. the next officer Incharge of the Department/ Section shall be Competent Authority to sign the permission slip.

10. HPPCL reserves the right to suspend, cancel or amend this policy at any time. HPPCL also reserves the right to cancel or suspend use of flexible work schedules at any time and to return an employee to his or her standard schedule if the employee's schedule does not allow the department to operate effectively and efficiently; if changes in circumstances necessitate the return to standard schedule; or if an employee experiences performance problems deemed to be related to the new schedule. Such circumstances will be evaluated on case-to-case basis.

Himachal Pradesh Power Corporation Limited
(A State Govt. Undertaking)
Himfed Bhawan, Panjri, (Below Old MLA Quarter), Shimla-171005
Phone: 0177-2633813

Permission Slip
(Biometrics Attendance System)

It is certified that Ms./Mr_____,
Designation_____ working in
_____Department is allowed to leave office at
_____(Time)/ reach office at_____(Time) on
account of_____(official work to be specified) on
_____(date).

Accordingly, above early leaving/ late coming of
Ms./Mr._____ may be regulated as on official duty.

(Head of Department)

Incharge – Personnel Department

1. **Copy to Nodal Officer, Bio-metric Attendance**