



# Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171005.

Phone: 0177-2633814-18, Fax: 0177-2633813

CIN -U40101HP2006SGC030591

**No. HPPCL/P&A/Policy Circular/ 10125-49**

**Dated: -19, Aug 16**

## CIRCULAR

Vide Circular No. HPPCL/P&A/Policy Circular/14-5928-68 Dated 23.06.2016 and even file number 8785-8809 dated 27.07.2016 related to Guidelines on account of introduction of Biometric attendance and procedure for employees upon their late coming in morning were circulated. However, it is now clarified that completion of 7 hours of duty is necessary for every employee and in case of non completion of 7 hours even by early leaving 1/3<sup>rd</sup> of Casual leave shall be deducted; unless and otherwise it is regulated through permission slip.

Accordingly, all the employees are requested to adhere the above instructions in letter and spirit and further, for regularization of period of absence on account of official work outside the office premises through permission slips for the month of July 2016 can be provided till 20<sup>th</sup> Aug 2016. After which, no permission slips shall be entertained and the CPT cell shall take necessary action for automatic deduction of casual leaves on the basis of Biometric attendance records provided by IT Cell. Further for the time being outdoor duty on tour and training be also regularized through the same permission slips.

It is further apprised that a copy of late coming and early going employees shall be fixed at Notice boards of the respective offices on 27<sup>th</sup> of every month.

  
Director (Personnel)

### Copy for information to:-

- 1) The Director (Civil/Electrical/Finance), HPPCL, Himfed Bhawan Shimla-5
- 2) All HOP's/HOD's HPPCL with a request to bring this Circular into the notice of all officers/officials under your control.
- 3) The AGM (Finance-cum CPT), HPPCL, Uttam Bhawan Shimla for information and further necessary action please.
- 4) The Sr. Manager (IT), HPPCL, Uttam Bhawan, Shimla -4
- 5) The PO (Estate), Corporate Office, Himfed Bhawan Shimla-5
- 6) All Notice Boards.

  
Director (Personnel)