



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

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