



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Building, Near BCS, New Shimla-171009.

Sub:- Requirement of monthly attendance verification statement

In reference to the Manager(P&A),PRM circular No. HPPCL/P&A/Policy/Miscellaneous /2018-20501-528 dated 07/03/2020, marking of attendance through Biometric system has been temporarily obviated with.

It is therefore, requested that as a pre-requisite for disbursement of salary, an attendance verification statement upto 27th of the month, may kindly be provided to CPT section on 28th of the month on the enclosed attendance verification format at Annexure-A.

AGM(F&A)-cum-CPT HEAD

U.O.NO. HPPCL/F&A/CPT/ BMA/2020(Vol.I) 21149-66 Dated:- 17/3/2020

1. E.S. to Worthy Managing Director, HPPCL for information please.
2. P.A. to The Director(Personnel & Finance), HPPCL for information, please.
3. E.S. to The Director(Civil), HPPCL for information, please.
4. P.A. to Director(Electrical), HPPCL for information, please.
5. All the HoD's, HPPCL.
6. The Sr. Manager(IT) for information & necessary action with the request to upload the Attendance format at HPPCL website.
7. The Dy. Controller(F&A), HPPCL
8. The Manager(EE), Manager(S&W), Manager(Trainin/IR), Manager(PRM) & Manager(PR) Corporate Office.
9. Notice Board

