



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Building, New Shimla-171009

Phone No. 0177-2670633, 2671831

CIN-U4010HP2006SGC030591

Circular No.10/2022

In supersession to this office circular dated 07/03/2020 and in pursuance to the instructions issued by Deptt. of Personnel, GoHP dated 18th November 2022, the Biometric machines are hereby made operational with immediate effect. Henceforth, all the officers/ officials are requested to mark their attendance by way of Biometrics.

All the concerned are requested to ensure that the instructions/ guidelines imparted from time to time with respect to marking of attendance by way of Biometric, be adhered in letter & spirit.

This issues with the prior approval of the competent authority

[Signature]
O/c Sr. Manager (PRM) 25/11/2022

No.: HPPCL/P&A/ Policy/ Miscellaneous/2022-12676-1270 Dated: 25/11/22

Copy forwarded to the following for information and necessary action to:-

- 1) ES to the Managing Director, HPPCL for information of worthy Managing Director.
- 2) The Director (Personnel), HPPCL.
- 3) The Director (Finance), HPPCL.
- 4) The Director (Civil), HPPCL.
- 5) The Director (Electrical), HPPCL.
- 6) All the HoPs/ HoDs in HPPCL.
- 7) The Sr. Manager (IT), HPPCL, Corporate Office, Shimla for Web circulation
- 8) The Deputy Controller (F&A), HPPCL.
- 9) The Sr. Manager (EE), Sr. Manager (S&W), Sr. Manager (Trg.&IR), Manager (PR).
- 10) Notice Board.
- 11) Guard file O/o Director (Personnel).
- 12) Guard file.

[Signature]
O/c Sr. Manager (PRM) 25/11/2022