



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Building, New Shimla-171009

Phone No. 0177-2670633, 2671831

CIN-U4010HP2006SGC030591

CIRCULAR

The Special Secretary (Health) cum Mission Director NHM (Himachal Pradesh) has issued Office Memorandum no.2278 dated 06th March 2020, regarding exemption to employees to mark Biometric attendance, in view of danger of transmission of COVID-19 virus through infected surfaces.

In view of above, all employees of HPPCL are hereby exempted from marking of attendance through Biometric System and accordingly they are advised to mark their attendance in manual attendance register instead of Biometric attendance system in place, up to 31st March 2020.

This issues with the prior approval of the competent authority.

Manager (P&A)
Branch- PRM

No. HPPCL/P&A/Policy/Miscellaneous/2018/-20501-528 Dated:- 07/03/2020

Copy for information and necessary action to:-

1. E.S. to Worthy Managing Director, HPPCL for information please.
2. The Director (Finance), HPPCL
3. The Director (Civil), HPPCL
4. The Director (Electrical), HPPCL
5. All HOP's, HPPCL with the request to issue similar instructions at their end please.
6. All HOD's, HPPCL
7. The Sr. Manager (IT) for information and necessary action, with the request to upload the same on HPPCL website
8. The Dy. Controller (F&A), HPPCL
9. The Manager (EE), Manager (S&W), Manager (Training), Manager (IR), Manager (PR), Corporate Office
10. The A.E. (Estate) alongwith the directions to kindly ensure availability of Water, Soap/Hand Sanitiser and maintenance of hygiene especially in the washrooms at Corporate Office.
11. Notice Board
12. Guard File

Manager (P&A)
Branch- PRM