

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA :: VIJAYAWADA.

Circular Memo.No.CGM(Adm,IS&ERP)/DS(E)/AS(R)/PO(PNT&R)/ 41/2021, Dt.16.03.2021

Sub:- Estt – APGENCO - Bio Metric attendance—Certain instructions -
Issued.

- Ref:-
1. Circular Memo.No.CGM(Adm,IS&ERP)/GM(ERP&IT)/DE(IT)/F. Biometric/
D.No.309/17, dt. 30.01.2017.
 2. Circular Memo.No.CGM(Adm,IS&ERP)/GM(ERP&IT)/DE(IT)/F. Biometric/
D.No.19/17, dt. 31.07.2017.
 3. Circular Memo.No.CGM(Adm,IS&ERP)/GM(ERP&IT)/DE(IT)/F. Biometric/
D.No.141/17, dt. 19.09.2017.
 4. Circular Memo.No.CGM(Adm,IS&ERP)/GM(ERP&IT)/DE(IT)/F. Biometric/
D.No.88/19, dt. 27.11.2019.

Instructions have been issued from time to time vide references cited above to ensure effective online biometric attendance system in all Generating Stations and Corporate Office of APGENCO.

2. Despite issuance of Instructions from time to time it has come to the notice of the Management that some of the Employees / Outsourcing personnel are leaving with or without the approval of their Controlling Officers and not recording their exit time in biometric unit. Further, while on duty, some of the Employees / Outsourcing personnel are engaging in loitering and chit- chatting away from work location which affecting the productivity and creating low morale among sincere employees.

3. Keeping in view the above and after careful examination, the management has directed the Station heads to ensure the following:

- a) To record attendance of individual employees while entering and leaving the Plant/Office premises. This shall be the basis for salary payment.
- b) The Executive Engineer and equivalent cadre shall ensure the presence of all employees at their respective work location during the duty hours besides monitoring the attendance.
- c) Station gates should be kept open only at scheduled times of entry & exit. They shall be closed during other timings.
- d) All employees who are leaving the office / plant premises during duty hours shall make an entry at the GATE in the register. This entry shall be made irrespective of whether permission has been obtained from their supervisory Officers.

Contd..

- e) Any unauthorised absence should be dealt with as per existing regulations.
The Executive Engineer and equivalent cadre shall be responsible to ensure work as per regulations.

B. SREEDHAR
MANAGING DIRECTOR

To

All the Station Heads of Generating Stations
All the Functional Heads of Corporate Office
The CVSO/VS/Vijayawada

} It is requested to take necessary action
on the concerned points.

Copy to the :-

PS to Chairman/APGENCO
Dy.EE (T) to Managing Director/VS/VJA
Dy.EE (T) to Director (HR & IR)/VS/VJA
Dy.EE (T) to Director (Thermal)/VS/VJA
SAO to Director (Finance & Commercial)/VS/VJA
Dy.EE(T) to Director (Coal & Logistics)/VS/VJA
Stock File/Spare.

// FORWARDED :: BY ORDER //

T. Balu
PERSONNEL OFFICER