



ANDHRA PRADESH POWER GENERATION CORPORATION LTD.

(A Govt. Of A P Undertaking)

Vidyut Soudha, Vijayawada-520 004.

Circular Memo.No.CGM(Adm,IS&ERP)/DS(Adm)/EE(Adm)/Dy.EE(A-II)/D.No.321/2021, Dt:20.04.2021

Sub: Estt- APGENCO – COVID 19 – Temporary dispense with bio metric system –
Instructions – Issued.

After careful review of present COVID situation, the exercising of bio-metric attendance system by employees is temporarily dispensed until further orders.

All Station Heads and Functional Heads are hereby directed to take manual attendance of the employees present on each day and also ensure that day to day activities are not hampered.

M.V.SATYANARAYANA
CHIEF GENERAL MANAGER
(Adm, IS & ERP)

To:

All Station Heads of the Generating Stations.
All Functional Heads in the corporate office.
Superintending Engineer(Tech) to Managing Director
DS(Adm)/ Vidyut Soudha/Vijayawada.
DS(Estt)/Vidyut Soudha/Vijayawada
SAO to Director/Finance & Commercial/VS/Vijayawada
Dy EE(Tech) to Managing Director/VS/Vijayawada
Dy EE (Tech) to Director (Thermal/Hydel)/VS/Vijayawada
Dy.EE(Tech) to Director (Coal&Logistics)/VS/Vijayawada
Dy.EE(Tech) to CGM (Adm, IS&ERP)/Director(HR&IR)/Vidyut Soudha/Vijayawada.
Executive Engineer/MPP/VS/Vijayawada
Stock File.

//FORWARDED BY ORDER//


Deputy Executive Engineer (Adm-II)