

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA :: VIJAYAWADA

Circular Memeo.No.JS(Per)/DS(Estt)/AS(PNT&Reg)/PO(PNT&R)/41/2021, dt. 21.03.2023.

Sub:- Estt – APGENCO – Bio-metric attendance system – Certain instructions – Issued.

- Ref:
1. Circular Memo.No.CGM(Adm.,IS&ERP)/GM(ERP&IT)/DE(IT)/F.Biometric/ D.No.97/17, dt.31.07.2017.
 2. Circular Memo.No.CGM(Adm.,IS&ERP)/GM(ERP&IT)/DE(IT)/F.Biometric/ D.No.141/17, dt.19.09.2017.
 3. Circular Memo.No.CGM(Adm,IS&ERP)/GM(ERP&IT)/DE(IT)/F.Biometric/ D.No.88/19, dt. 27.11.2019.
 4. Circular Memo.No.CGM(Adm,IS&ERP)/DS(E)/AS(R)/PO(PNT&Reg)/41/ 2021, dt. 16.03.2021.
 5. Circular Memo.No.CGM(Adm,IS&ERP)/DS(Adm)/EE(Adm)/Dy.EE(A.II)/ D.No.321/2021, dt. 20.04.2021.
 6. Circular Memo.No.CGM(Adm,IS&ERP)/DS(E)/AS(R)/PO(PNT&R)/41/ 2021, dt.08.07.2021.
 7. Memo.No.CGM(Adm,IS&ERP)/DS(E)/AS(PNT&Reg)/41/2022, dt.28.12.2022.
 8. Lr.No.CEE/O&M/Dr.NTTPS/Adm/C.8/F.CF/D.No.21/2022, dtd:03.01.23.
 9. Lr.No.CE/TI& Stage-V Construction/Dr.NTTPS/AS/F.1/D.No.856/23, Dated:11.01.2023.
 10. Lr.No.CE/O&M/RTPP/SE(A&MM)/EE(Adm)/PO/JAO/F./D.No.66/23, Dated:05.02.2023.
 11. Lr.No.CE(O&M) and Const/GM(HR)/AS/SA/F.1/D.No.945/23, Dated:04.01.2023.
 12. CE/O&M/LS/AS/JAO(A)/C.1/F.125/D.No.35/2023, Dated:05.01.2023.
 13. CE/O&M/SRB/Adm/AS/PO/JAO/F.Misc/D.No.626/22, dtd:09.01.2023.
 14. Memo.No.Dir(HR&IR)/ JS(Per)/DS(Estt)/AS(Reg&PNT)/PO(Reg&PNT)/ 90/ 2022, Dated: 21.03.2023.

Employees being on time to the office and be available at their respective work locations is an indicator for an effective Organization.

2. Instructions have been issued from time to time, vide references cited, to ensure effective implementation of Bio-metric system in all Generating Stations and Corporate Office of APGENCO. However, it has been brought to the notice, that the Bio-metric attendance system is not fully implemented.

3. After careful examination, the following instructions are issued with regard to recording of the bio-metric system as well as movement of employees at work as per the notified timings:

- i. Each and every Employee should record his presence strictly in the Bio-metric system while entering and leaving the plant/office premises and IN entry after lunch without fail.
- ii. To Generate the Pay statement based on the IN/OUT of the day and subject to the approval of the deviations by the respective controlling officer in e-office portal.

- iii. The non-approved deviations shall be converted as applicable leave.
 - iv. The Controlling Officers are requested to ensure that the Employees working under their control should be available at their work location(s) besides timely certifying the biometric attendance system.
4. Therefore, all the Station Heads of all Generating Stations and Functional Heads of Corporate Office are directed to cause necessary instructions to all the Employees working under their control to follow the instructions mentioned in para 3 above scrupulously.
5. This will come into force with effect from 01.04.2023.

“Discipline starts from Being on time”

**B.SREEDHAR, I.A.S.
MANAGING DIRECTOR**

To
All the Station Heads of Generating Stations
All the Functional Heads of Corporate office

Copy to the:

All Unions // Associations
Dy.EE(T) to Managing Director/APGENCO
Dy.EE (T) Director (HR & IR)/APGENCO
Dy.EE (T) Director (Thermal)/APGENCO
Dy.EE (T) Director (Hydel)/APGENCO
Dy.EE (T) Director (Coal & Logistics)/APGENCO
AO to Director (Fin. & Comml.)/APGENCO
Notice Boards
Stock file.

//FORWARDED: BY ORDER//

T. Nalini
ASSISTANT SECRETARY