

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA :: VIJAYAWADA

Circular Memo.No.JS(Per)/DS(Estt)/AS(PNT&Reg)/PO(PNT&R)/41/2021, Dt. 29.03.2023.

Sub:- Estt - APGENCO - Bio-metric attendance system - Modification orders - Issued.

Ref: Circular Memo. No. JS(Per)/DS(Estt)/AS(PNT&Reg)/PO(PNT&R)/41/2021, dtd. 21.03.2023.

After careful consideration, the following partial modifications are issued to the instructions issued vide ref. cited for recording of Bio-metric Attendance System:

S.No.	Orders issued	Modification
1	<u>Para:3(i)</u> : 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.	All the employees to record their attendance strictly in the Bio-metric Attendance System at the beginning and end of the duty hours, as applicable.
	<u>Para:3(ii)</u> : 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.	The pay statement will be generated based on the Bio-metric Attendance at the beginning and end of the duty hours only, subject to approval of the deviations, if any, by the respective Controlling Officers in e office.

2. 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 1 above along with earlier orders scrupulously.

3. This will come into force with effect from 01.04.2023.

"Discipline starts from Being on time"

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

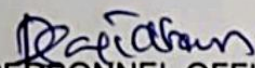
To

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
PO to 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
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PERSONNEL OFFICER