

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

Circular Memo.No.JS(Per)/DS(E)/AS(P-NT&R)/PO(P-NT&R)/41/2021, Date.11.04.2023.

Sub: Estt. – APGENCO – Bio-Metric Attendance System – Further instructions – Issued.

- Ref: 1. Memo.No.Dir(HR&IR)/ JS(Per)/DS(Estt)/ AS(Reg&PNT)/ PO(Reg&PNT)/ 90/ 2022, Dated: 21.03.2023.
2. Circular Memo.No.JS(Per)/DS(Estt)/AS(PNT&Reg)/PO(PNT&R)/41/2021, dt. 21.03.2023.
3. Circular Memo.No.JS(Per)/DS(Estt)/AS(PNT&Reg)/PO(PNT&R)/41/2021, dt. 29.03.2023.

In the Circular Memo. 2nd cited, instructions have been issued for recording of the Bio-Metric Attendance in accordance with notified timings communicated vide reference 1st cited. It has also been instructed vide reference 3rd cited, to generate the pay statement based on the Bio-Metric Attendance at the beginning & 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 the Generating stations and Functional Heads at Corporate Office are directed to cause necessary instructions to the Controlling Officers on the following, to ensure the pay statements are generated in systematic way and avoid IR issues.

- i) To certify the deviations notified in the Bio-Metric Attendance on the following working day without fail.
 - ii) If not certified, the deviations shall be converted as Applicable Leave in terms of Para 3 (iii) of the Circular Memo 2nd cited for generation of the Pay Statement.
- 3) For necessary action, please.

**V. USHA
JOINT SECRETARY (PER)**

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. & Comm.). /APGENCO
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PERSONNEL OFFICER