

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA :: VIJAYAWADA-520 004

Circular.Memo.No.JS(Per)/DS(Estt.)/AS(Reg.)/PO(Reg.)/41/2021, Date.24.01.2024

Sub: Estt. - APGENCO – Integration of Biometric Attendance with Pay Roll System – Certain guidelines - Issued.

Ref: 1. Memo.No.JS(Per)/DS(Estt)/AS(P-NT&R)/PO(P-NT&R)/90/23,
dt.21.03.2023
2. Circular.Memo.No.JS(Per)/DS(E)/AS(P-NT&R)/PO(P-NT&R)/41/2021,
dt.21.03.2023
3. Circular.Memo.No.JS(Per)/DS(E)/AS(P-NT&R)/PO(P-NT&R)/41/2021,
dt.29.03.2023
4. Circular.Memo.No.JS(Per)/DS(E)/AS(P-NT&R)/PO(P-NT&R)/41/2021,
dt.11.04.2023

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

2. Instructions have been issued from time to time vide references cited, to ensure effective implementation of Biometric System in all Generating Stations and Corporate Office of APGENCO.

3 The present installed capacity of APGENCO has increased to 8789 MW from 7989 MW in this year. In order to improve work efficiency of the employees and also to ensure uninterrupted generation of power, it has been decided for linking of Biometric Attendance with Pay Roll System with effect from 01.04.2024. The following guidelines as per District Office Manual are hereby issued for regulating the effective attendance system:

- i. A grace time of 15 minutes will be allowed at the time of in punch. An additional grace time of 10 minutes will be allowed to Person with Benchmark disabilities (PBD) at the time of out punch.
- ii. If the working hours of an employee in a day are less than 3½ hrs (210 minutes) as against notified timings, Full Day Casual Leave shall be deducted. Otherwise, ½ day Casual Leave shall be deducted subject to the item (iii) below.
- iii. For every Three (03) Late Attendances by one hour, one (01) day Casual Leave will be deducted automatically. The same will be reflected in the Pay Slip of the employee.
- iv. The Reporting Officer is authorised to certify the attendance deviations as "on duty", if the employees are deployed outside the office premises to attend official works.
- v. Attendance deviations in a calendar month, if any, shall be certified by the Reporting Officer within five (5) days from the date of deviation. In case,

the deviations are not certified by the Reporting Officer within the specified time, all the uncertified deviations in the biometric attendance will be escalated to the Controlling Officer on 10th of subsequent month to certify within Five (5) days from the date of escalation. If not certified by the Controlling Officer, they will be treated as deviations for deduction of Casual Leave or loss of pay, as the case may be.

4. The General Manager (ERP&IT) is directed to develop necessary modifications in ERP System of APGENCO taking into consideration of the guidelines issued above.
5. 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.
6. The Functional Directors are directed to enforce the said guidelines in their respective wings.

**K.V.N. CHAKRADHAR BABU, I.A.S.,
MANAGING DIRECTOR**

To
All Functional Directors
All the Station Heads of Generating Stations
All the Functional Heads of Corporate Office

Copy to the:

Dy.EE to Managing Director/APGENCO
General Manager (ERP&IT)/APGENCO for necessary action.
All Unions/Associations
Notice Boards
Stock File/Spare Copy

// FORWARDED :: BY ORDER //


PERSONNEL OFFICER