



Himachal Pradesh Power Corporation Limited

(A State Govt. Undertaking)

Himfed Bhawan, Panjri, (Below Old MLA Quarter), Shimla-171005

Phone: 0177-2633814-18, Fax 0177-2633813

HPPCL/P&A/Policy Circulars/14- 22846-66

Dated: 03/03/2014

Circular

As all the officers/ officials in the Corporate Office, HPPCL and Design Office, Sundernagar, HPPCL are aware that biometric machines have already been installed in the offices of HPPCL located at Shimla and Sundernagar. These machines have been made operation since last more than one year. The biometric attendance system shall also be installed in the project sites also within a short span of time.

In order to have smooth functioning of the system of marking attendance through the biometric machines, the necessary guidelines are enclosed, which are required to be adhered to by all the officers/ officials strictly. These guidelines shall come into effect w.e.f. 1st April, 2014.

R. Tiwari
04/03/2014

Director (Personnel)
HP Power Corporation Limited

1. All HOPs/HODs, HPPCL with a request to bring this circular into the notice of all officers/officials under your control.
2. AE (Estate), Corporate Office, HPPCL
3. Notice Board

