



## II. P. POWER TRANSMISSION CORPORATION LIMITED

(A State Government Undertaking)

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### CIRCULAR

With a view to improve efficiency in monitoring the attendance, leave records and over all working environment Aadhar Enabled Biometric Attendance System (AEBAS) has been introduced in HP Power Transmission Corporation Limited Shimla. Adequate numbers of machines will be installed to avoid long queues and inconvenience during office opening time. The AEBAS machines will be installed at the Reception Counter for marking the attendance by Officers, Officials and other members of Staff. All the officials /officers of HP Power Transmission Corporation Limited Shimla would be able to mark their attendance in any of the machines installed at Reception Counter in the morning at the time of entering office as well as in the evening at departure time. In case, if both of the machines are not functioning, the officials/officers will mark their attendance in register at reception. **In the event if attendance is not marked by any officer/official/outsourced appropriate action will be taken by P&A Section that is deemed fit under the rules.**

### POLICY FOR IMPLEMENTATION OF AADHAR ENABLED BIOMETRIC ATTENDANCE SYSTEM (AEBAS) AT HP POWER TRANSMISSION CORPORATION LIMITED SHIMLA

The rules that will be followed for operation of the system are as follows:

1. All officers/officials/outsourced employees will be required to mark their arrival and departure time in AEBAS machine except MD and Directors.
2. The office timings are from 10:00 AM to 05:00 PM with 30 minutes of lunch break from 01:30 PM to 02:00 PM i.e. 7 hours per day.
3. In the morning, the time recorded between 10:00 and 10:15 would not be counted towards the shortfall as this is given for marking attendance in Biometric System. Thereafter, late coming upto 15 minutes may be relaxed for not more than 2 days in a week keeping in view the transport problem or any other unforeseen eventuality subject to the condition that the duration of late coming is compensated by sitting late in the evening on the same day.
4. Any official availing half day Casual Leave in the forenoon will make arrival entry in the AEBAS up to 02:00 PM and the official availing half day Casual Leave in the afternoon will make departure entry in the AEBAS at 01:30 PM or after.
5. Leave shall be deducted from casual leave account of concerned employees for coming late or leaving early as follows: -

