

**HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED***(A State Govt. undertaking)*

Registered office Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)
Number (CIN) U40109HP2009SGC031255
GST No. HPSEBL 02 AACCH4894EHZB
Telephone Number 0177-2803600, 2801675 (Office), 2658984(Fax)
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SALARY ADMINISTRATION SECTION**OFFICE ORDER**

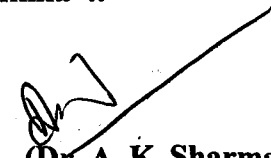
In continuation to this office order No. HPSEBL (Sectt)/6-1/SA (Reform)/Biometric Machine/2012-123308-50 dated 14.02.2012, it has been decided that all the Officers/officials working in various offices in HPSEB Limited, Vidyut Bhawan Complex Shimla will mark their attendance through biometric machines installed for this purpose in Vidyut Bhawan Complex Shimla-4. w.e.f. 03.02.2020. The necessary guidelines after making addition are enclosed and are required to be adhered to in letter & spirit.


(Dr. A. K. Sharma)
Executive Director (Pers.)
HPSEB Ltd., Vidyut Bhawan,
Shimla-171004. 

No.HPSEBL(Sectt)/6-1/SA(Reform)/Biometric Machine-2020-74841-890 Dated:- 29/1/2020

Copy of above alongwith copy of guidelines is forwarded for strict compliance to the following:-

1. All the Chief Engineers in HPSEB Ltd., located in Vidyut Bhawan complex Shimla-4
2. The Chief Accounts Officer, HPSEB Ltd., F&A Wing, Shimla-4.
3. The Superintending Engineer (IT), HPSEBL, Shimla. He is requested to ensure smooth working/maintenance of the machines to avoid inconvenience to the staff to mark their attendance. Requisite training (if required) may also be given to the staff by deputing a trained service engineer.
4. Addl. Secy-cum- PS to the Chairman-cum- Managing director, HPSEB Ltd., Shimla-4.
5. The Addl. Secretary/ All the Under Secretaries Board's Secretariat HPSEB Ltd., Shimla-4.
6. The Sr. Executive Engineer, Mtc. Division, HPSEB Ltd. Shimla-4.
7. The Dy. Director (Pers./IR)/PR/Personal Officer, HPSEB Ltd., Shimla-4.
8. The Sr. P.S/ PS to the Directors/ Executive Director (Pers.), HPSEB Ltd., Shimla-4.
9. All the Section Officers, HPSEB Ltd., Board's Secretariat, Shimla-4.
10. The Medical Officer, HPSEB Ltd., Dispensary, Shimla-4.
11. The Librarian, HPSEB Ltd., Shimla-4
12. Notice Board on all the gates.


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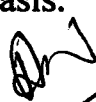
Guidelines for marking attendance by the officers/ officials on the Biometric Machines installed in HPSEBL Vidyut Bhawan Complex Shimla.

The biometric machines have already been installed and made operational w.e.f. 21.10.2019 in the HPSEBL Vidyut Bhawan Complex Shimla-4. The marking of attendance through Biometric Machines is mandatory for all the officers/officials posted in the Complex of HPSEBL Vidyut Bhawan Shimla-4. The following guidelines are issued for the strict compliance of all:

- 1) Adequate number of biometric machines has been installed on all entry gates of the office/building located in the premises of Vidyut Bhawan Complex, Shimla. Employees can record their attendance on any of the machines. The IT Cell has registered and prepared the master data of all employees working in this complex in online attendance portal enhpsebl.bas.nicsi.com. The registered users can mark attendance by entering the last 8 digits of his/her Aadhar number and thereafter scan any of the finger/thumb in the installed biometric attendance machines while coming to office in the morning and leaving in the evening.
- 2) The instructions contained in the Office Manual, CCS (Leave) Rules, 1972 and any other rule or procedure notified by the Government/Board regarding punctuality, attendance, leave etc. will continue to be in force, in addition to these guidelines.
- 3) The timings of office hours will continue to be from 10.00 AM to 5.00 PM with half hours lunch break between 1.30 PM to 2.00 PM. However, on basis of H.P. Govt. pattern, the flexi hour's concept is being introduced. As per this concept, officers/officials will be allowed flexibility of 30 minutes in the morning i.e. up to 10.30 AM for coming to the office but not as a matter of routine. However, coming late shall have to be made good by sitting late for equal time period before leaving the office on the same day. The deviation, if any, will be regulated by the provisions of the Office Manual, including deduction of short leave etc. The pattern of sanctioning the Casual Leave/Compensatory Leave etc. will continue as per the existing system.
- 4) Till 01.02.2020 the existing system of marking attendance in the Attendance Register of concerned Sections will remain available as alternative for machine non-response cases. However, from 03.02.2020 there will complete switch over to the new system of marking attendance through Biometric Machines.



- 5) A dedicated Biometric Cell has been constituted in Board's Sectt. Salary Administration Section has to attend day-today issues related to the operation of Bio-Metric Machines. It will be a nodal cell to address/redress all the matters pertaining to biometric machine and attendance.
- 6) In the end of the month, the Controlling Officer (s) will prepare a monthly abstract showing attendance, details of absentee and leave status for record and also forward a copy of the same to the nodal Biometric Cell.
- 7) The details of attendance will be available on the computers of the concerned Controlling Officer (s) on real time basis.


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