



AN ISO: 9001, ISO: 14001 &
ISO: 45001 COMPANY

HARYANA POWER GENERATION CORPORATION LTD

Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula
Corporate Identity Number: U45207HR1997SGC033517

Website: www.hpgcl.org.in
Telephone No. 0172-5023425

E-mail: dsgenl@hpgcl.org.in

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. All Chief Engineers in HPGCL.
2. Controller of Accounts / Finance, HPGCL, Panchkula.
3. Company Secy., HPGCL, Panchkula.
4. All FA & CAOs in HPGCL.
5. L.R., HPUs, HPGCL, Panchkula.
6. SE/FTPS, Faridabad.
7. All Dy. Secy./Under Secy./Admn. Officers in HPGCL.

Memo No. Ch-205/HPGC/GB-376(XII)/ 6107


Dated: 10.05.2022

Subject: Attendance of Government Employees through Aadhar Enabled Biometric Attendance System (AEBAS)

Enclosed please find herewith a copy of memo No. 01/01/2022-3DCU dated 26.04.2022 received from Supdt./Administrative Reforms, O/o Chief Secy. to Government, Haryana on the subject noted above.

This is for information and taking necessary action, please.

DA/As above.



Dy. Secy./Genl.,
for Chief Engineer/Admn.,
HPGCL, Panchkula.

Endst. No. Ch-205 /HPGC/GB-376(XII)/ 6107

Dated: 10.05.2022

A copy of above is being forwarded to the following for information, please:

1. OSD/Tech. to M.D., HPGCL, Panchkula.
2. SPS to Director/Generation, HPGCL, Panchkula.
3. SPS to Director/Finance, HPGCL, Panchkula.
4. SPS to Director/Technical, HPGCL, Panchkula.
5. XEN/IT, HPGCL, Panchkula. It is requested to upload a copy of the same on the website of HPGCL.


Dy. Secy./Genl.,
for Chief Engineer/Admn.,
HPGCL, Panchkula.

CC:

PS to Chief Engineer/Admn., HPGCL, Panchkula.

No.01/01/2022-3DCU
Government of Haryana
Administrative Reforms Department

Dated Chandigarh the, 26th April, 2022

To

1. All the Administrative Secretaries to Government, Haryana
2. All the Heads of Departments.
3. All the Managing Directors/Chief Administrators of Boards/
Corporations in the State of Haryana.
4. All the Managing Directors of Public Sector Undertakings/Cooperative
Federations in the State of Haryana.
5. All the Divisional Commissioners in Haryana.
6. All the Deputy Commissioners in Haryana
7. The Registrars of all the Universities in the State of Haryana

**Subject: - Attendance of Government Employees through Aadhar Enabled
Biometric Attendance System (AEBAS)**

Sir/Madam,

I have been directed to refer to this office letter of even number dated 31.03.2022 (copy enclosed) on the subject cited above, vide which it was directed that all officers/officials shall ensure marking attendance through Aadhaar Enabled Biometric Attendance System (AEBAS) w.e.f. 05.04.2022.

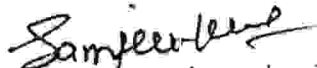
The matter has been reviewed by the Government and it has been observed that the marking of attendance through AEBAS is very low. All the Administrative Secretaries are requested to issue the direction to all the Departments/Boards/Corporations etc. under their administrative control to motivate the officers/officials to ensure marking attendance through Aadhaar Enabled Biometric Attendance System (AEBAS), so that attendance percentage increases to 90% by the month end.

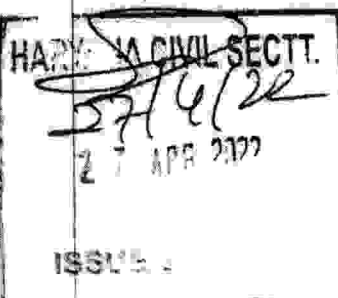
Further, all departments/boards/corporations will take all steps for implementation of AEBAS, renewal of Annual Maintenance Contract (AMC) and repair/purchase of new Biometric Attendance Devices as per Government instructions. Further data of registered users be also updated and all the officers/officials be registered. The officers/officials who are required to attend office shall ensure marking attendance through AEBAS and wherever, any relaxation is required due to nature of work/job then the same may be sought. All relaxations/exemptions granted earlier would cease to apply as communicated earlier.

A special mention can be recorded in the ACR of the Officers/Officials, who marks attendance above 90% through AEBAS as appreciation.

These instructions may please be brought to the notice of all concerned for strict compliance in letter and in spirit.

Yours faithfully,


Superintendent, Administrative Reforms,
for Chief Secretary to Government, Haryana



No. 1/1/2022-3DCU
HARYANA GOVERNMENT
ADMINISTRATIVE REFORMS DEPARTMENT

Dated Chandigarh, the 31st March, 2022

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments.
3. The Managing Directors/Chief Administrators of all Boards/Corporations in Haryana.
4. All Managing Directors, Public Sector Undertakings/Cooperative Federations
5. All the Divisional Commissioners in Haryana.
6. All the Deputy Commissioners in Haryana.
7. The Registrars of all the Universities in Haryana.

Subject: Attendance of Government Employees through Aadhaar Enabled Biometric Attendance System (AEBAS).

Sir/Madam,

I am directed to invite reference to Monitoring and Coordination Cell letter No. 6/14/2015-MC, dated 5.3.2020 vide which attendance of Government employees of all department through Aadhaar Enabled Biometric Attendance System (AEBAS) was suspended till further order as a temporary measure in all office of the State in order to prevent the spread of covid-19.

2. The Government has reviewed this matter and has decided that all officers and officials of the State, Public Sector Undertakings, Cooperative Federations, Boards and Corporations should ensure making their attendance through Biometric Machines(AEBAS) w.e.f. 5.4.2022. It is further clarified that all officers/officials who are required to attend office shall ensure making attendance through AEBAS and wherever, any relaxation is required due to nature of work job then the same may be sought. All relaxations/exemptions granted earlier would cease to apply.

3. These instructions may please be brought to the notice of all concerned for strict compliance in letter and in spirit.

Yours faithfully,

Dy Secy / Genl.
28/4/2022

JTE
Under Secretary Administrative Reforms,
for Chief Secretary to Government Haryana.

DAIRY NO. 6447
DATE 28.04.2022
AEE/GENL.
SUPDT./GENL.
DY. SUPDT./GENL.
ASST. 1/GENL.
ASST. 2/GENL.

DS/GENL.