



**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
VIDYUT SOUDHA:: VIJAYAWADA**

Memo No.Addl. Secy./DS(L,IR,,R,E&P)/AS(E,IR &R)/PO(Estt.)/Misc/2017, dt.08.02.2021.

Sub: APTRANSCO- Estt-Attendance through Bio-Metric system certain instructions issued- Reg.

Ref: 1. Memo. Addl.Secy/DS(L,IR,R,E&P)/AS(M&P)/PO(Medical)/MR/30/2020, dt.30.03.2020.

2. Circular Memo.No.401/JMD (HRD, Fin., Comml., IPC& IT)/CE /Telecom & IT)/D.No.166/2018, dt.08.06.2018.

The orders issued vide reference 1st cited for dispensing Bio-Metric attendance for time being in order to prevent spread of Covid-19 is hereby cancelled.

2. In view of the drastic reduction of Covid-19 cases in the state and it was decided to re-start the biometric attendance system for all the employees.

3. Therefore, all the employees of APTRANSCO are hereby instructed to give the attendance through Bio-Metric preferably through Iris (Iris/thumb) W.e.f. 10/02/2021 by taking necessary sanitary measures before and after punching. Further, attendance for the purpose of change return will be counted as valid only through bio metric system starting from 10/02/2021. Any employee who does not punch his/her attendance in Bio-Metric system will be treated as absent from duty on or after 10/02/2021. Further all the employees shall follow the instructions as per the memo issued vide reference 2nd cited for bio-metric attendance system.

4. Hence, all the HODs are hereby directed to instruct all employees working under their control to comply with the above instructions.

**K.SREEDHAR REDDY
JOINT MANAGING DIRECTOR**

To

All HODs /APTRANSCO/VS/Vijayawada.

All Zonal Chief Engineers/APTRANSCO.

All Superintending Engineers/OMC Circles, Telecom, Civil.

Copy to :

PS to CMD/APTRANSCO/VS/Vijayawada.

PS to JMD/APTRANSCO/VS/Vijayawada.

PS to JMD(V&S)/APTRANSCO/Vijayawada.

PA to Director (GTM)/VS/Vijayawada.

PA to Director(Finance)/VS/Vijayawada.

The FA&CCA/ APTRANSCO/VS/Vijayawada.

The Pay Officer/APTRANSCO/VS/Vijayawada.

The SAO/SLDC/APTRANSCO/VS/Vijayawada.

The Accounts Officer/CPR/APTRANSCO/VS/Vijayawada.

All Pay Drawing Officers/APTRANSCO.

//FORWARDED :: BY ORDER//

PERSONNEL OFFICER