



TELANGANA STATE POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA :: HYDERABAD – 500 082.

Memo.No.Dir(HR)/CGM(Adm)/DS(E)/AS(Estt-I)/PO.P/99/2018-1, Dt.22.10.2018.

Sub: Estt - TSGENCO - Office Procedure - Punctuality in Attendance - Instructions - Issued.

- Ref: 1. Circular No.CMD/Peshi/F.Corres/D.No.26/2014, Dt.01.09.2014.
2. Memo.No.CGM(HR)/DS(E)/AS(E)/PO-H/99/2014-1, Dt.16.09.14.
3. Circular No.CMD/Peshi/F.Corres/D.No.23/2015, Dt.01.05.2015.
4. Memo.No.Dir(HR)/DS(E)/AS(E)/PO.H/99/2014-1, Dt.02.05.2015.
5. Circular, Dt.28.11.2016.
6. Memo.No.Dir(HR)/DS(E)/AS(E)/PO.P/99/2018-1, Dt.31.05.2018.

In the references cited, specific instructions were issued with regard to maintenance of punctuality in attendance and availability in location during office hours. In spite of the same, it is observed that some of the employees are found not available in their locations/seats during office hours and also observed that some of the officers and Staff are not attending Office in time or not giving attendance in Bio-Metric System.

2. After careful examination of the issue, the following instructions are issued, for implementation of Bio-Metric Attendance System at Corporate Office:

- (i) *All the employees shall report to duty before 10:30 AM and leave office after 5:00 PM.*
- (ii). *However, grace time of 15 minutes may be allowed in exceptional cases for reporting to duty.*
- (iii). *However, for late in an early out permission will be allowed upto one hour each time for a total of **three times in a month**.*
- (iv). *Reporting for duty beyond 10:30 AM will be treated as late.*
- (v). *Half day Casual Leave will be deducted **for every four lates (during the change return/pay roll period)** reported beyond 10:30 AM and before 11:30 AM.*
- (vi). *If, reported beyond 11:30 AM but before 2:00 PM, half day casual leave shall be deducted, with or without permission.*
- (vii). *If an employee leaves the office after 1:30 PM with permission, half day casual leave will be deducted.*
- (viii). *If reported beyond 2:00 PM one day casual leave will be deducted.*
- (ix). *The employee has to regularize his absence period, if any, before 20th of Current Month.*
- (x). *The change return shall be prepared for the period from 21st of previous month to 20th of Current Month.*

Contd.

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- (xi) All the employees shall apply their leaves through **ESS** (Employee Self- Service) portal only and the concerned controlling officers are requested to process for sanction of leaves received from their respective [controlling] staff in ESS portal only.
- (xii) All the employees irrespective of cadre and service, except HODs, Superintending Engineers, Law Officer and Consultants, shall register in and use the Bio-Metric Attendance System.
- (xiii) The attendance of the drivers shall be considered based on the certification by their respective controlling officers.
- (xiv) All the employees shall leave office only after 5:00 PM, otherwise it will be treated as "early out".
- (xv) All the leaves and "On Duty" periods within or out of Hyderabad shall be applied for and entered only in ESS portal by the employee or his superior, as the case may be; enabling automated application & processing in the BAS System.

3. The Functional Heads and Controlling Officer are instructed that henceforth all the employees working in Vidyut Soudha, shall invariable give attendance in **Bio-Metric System** and the same will be integrated with pay bills with immediate effect.

4. The above instructions shall be strictly complied with by all the concerned.

S.ASHOK KUMAR
DIRECTOR (HR)

To,
All Chief General Managers//Chief Engineers//Joint Secretaries// FA&CCAs
All Superintending Engineers//Dy.CCAs//Deputy Secretaries.

Copy to the:

JS to CMD/TSGNECO
DE(T) to Director(Hydel)
DE(T) to Director(Project)
DE(T) to Director(HR)
ADE(T) to Director (Civil)
DE(T) to Director(Thermal).
Dy. CCA to Director (Finance).
AS to Director (Fuel Management)
Civil Surgeon/Vidyut Soudha dispensary.
Chief Vigilance Officer, TSGNECO
Accounts Officer (CPR)/TSGNECO
All Personnel Officers.
Stock File/Spare.

// FORWARDED :: BY ORDER //


PERSONNEL OFFICER