

CIRCULAR

No. PDP/P&A/Pers/2019

31.07.2019

Sub: Punching Facility


At present, the punching machines for "IN Punch" & "Out Punch" are located at Plant Gate near Time Office. It has been observed that there is crowding of employees during starting & ending of shift timings for giving their finger imprint/ facial scan and therefore for the convenience of employees and in order to avoid congestion at Plant gate it has been decided to install new punching machines at various work sites in Plant.

Now, new face recognition punching machines have been installed at Fire & Safety building & the employees of **Fire & Safety, Laboratory, Transportation and Plant Dispensary** can avail this facility. Employees can continue to punch at Plant Gate or may do it at their work site. Employees those who have not given their facial scan are advised to contact I.T. Services in order to avail this facility.

Further, we are in the process of installing new punching machines at other locations to facilitate punching in / out, which will be informed in due course of time.

Cooperation from all employees is solicited.

This is issued with the approval of the Competent Authority.


A K Mall 31/7/19

Dy. General Manager (P&A)

Distribution:

GM (F&A)/JGMs/DGMs/Sec Heads

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