



MANIPUR STATE POWER DISTRIBUTION COMPANY LIMITED

Corporate Office: 3rd Floor, New Directorate Building, Near 2nd Mr Gate,
Imphal- Dimapur Road, Imphal West - 795001

CIN:U40101MN2013SGC008343

C I R C U L A R

Imphal Dated the 27th March, 2022

No.5/6/2021-MSPDCL (HR): 15451-56 It is hereby notified for information to all officers/officials/staff of MSPDCL Corporate Office that Biometric Attendance Machine has been revived at North & South Blocks of the Office Complex respectively. All employees posted at the Corporate Office are hereby instructed to **sign in/sign out through the Biometric Attendance System.**

2. Biometric Attendance System shall be fully functional from **01-04-2022 (Friday)** for both **South Block & North Block** of MSPDCL Corporate Office. All personnel of MSPDCL, Corporate Office are notified for compliance of the same.

3. All Deputy General Managers and Sub-Divisional Managers, MSPDCL are hereby instructed to install Bio-Matric System in their respective Offices and strictly monitors the Attendance of their staff.

4. In pursuance to the State Cabinet decision taken on 22nd March, 2022 and Secretariat: General Administration Department notification No. 15/3/2022-GAD dated the 26th March, 2022, the office hour is notified herewith for strict compliance of the same as under:

- a. Summer Season (March to October) : **09:00 AM to 5:30 PM**
(Lunch break from 1:00 PM to 1:30 PM)
- b. Winter Season (November to February) : **09:00 AM to 5:00 PM**
(Lunch break from 1:00 PM to 1:30 PM)


(Ng. Subhachandra Singh)
Managing Director

Copy to:

1. All Executive Directors, MSPDCL.
2. All General Managers, MSPDCL.
3. All Deputy General Managers, MSPDCL.
4. All Sub-Divisional Managers, MSPDCL.
5. All staffs of MSPDCL.
6. Concerned File/Guard File.