

Government of Himachal Pradesh
Department of Personnel
(Secretariat Administration Services-I)

No. Per (SA-1)B-C-1/2018 (Misc)

Dated Shimla-02, the

3rd August, 2021

CIRCULAR

The attendance of Officers/Officials of H.P. Secretariat on Face Recognition Attendance Machine has been made compulsory from 02nd August, 2021. The employees deployed in H.P. Secretariat from other departments could not be enrolled on this machine for the purpose as branches/offices where they are serving at present have not provided their PMIS Number(s).

All the Branch Officers/Pr. P.S./ Sr. Spl. P.S/Spl. P.S/Sr. P.S./P.S and Section Officer are directed to get enrolled all the officer(s)/official(s) who have been deployed in their offices/branches from other departments and allotted/having PMIS No., **within 02 days positively**. They may contact personnel in Bio Metric Cell(Tel. No. 854) for this purpose. Whereas, the outsourcing staff/Home Guard personnel etc. who do not possess PMIS number, the concerned branch/office may adopt manual process to mark their attendance.

Besides above, the information of such officers/officials deployed from other departments may also be provided to the Secretariat Administration immediately on the prescribed proforma already circulated vide this Department Circular of even number dated 07.07.2021.

THIS MAY KINDLY BE GIVEN PERSONAL ATTENTION

By Order

Secretary (SA) to the
Government of Himachal Pradesh

All the Branch Officers/
Pr. Private Secretary/
All the Sr. Spl. PS/ Spl. PS/Sr. PS/
Section Officers, H.P. Secretariat.

Endst. No. As above Dated Shimla-02, the

3rd August, 2021

1. The Joint Secretary (SAD/GAD) to the Govt. of H.P. Shimla-02.
2. The Spl. P.S. to Secretary (SA) to the Government of H.P., Shimla-02.
3. The Dy. Director General & SIO, (NIC), H.P. Secretariat, Shimla-02.
4. The Section Officer/Biometric In-charge (SAD-II) Section, H.P. Sectt. Shimla-02
5. Mr. Amarjeet Singh, M/s. Kawatras Ltd. B-23, Sector 1, Main Road, New Shimla-171009
6. Notice Boards on all gates.

(J.N. Uppadhyay)

Under Secretary (SA) to the
Government of Himachal Pradesh.