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**GOVERNMENT OF SIKKIM
ENERGY AND POWER DEPARTMENT**

No. 180/Adm

Dated 6-8 20 15

CIRCULAR

The Biometric Attendance report of the Department is to be submitted to the Honble Minister, Energy & Power Department on a fortnightly basis by the IT Cell.

All Section Heads are hereby directed to forward a copy (photo stat) of all the leaves availed by their staff w.e.f. 1st August 2015 to the Administrative Section who will be assisting the IT/Cell in compiling the report.

BY ORDER.

Sd/-
(K.B.KUNWAR)
CHIEF ENGINEER (H Q)
ENERGY & POWER DEPARTMENT

Copy to all Officer of Department.

DEPUTY SECRETARY TO THE GOVT. OF SIKKIM
ENERGY & POWER DEPARTMENT

ACE / meeb
GHe