



Bihar State Power Generation Company Limited

Regd. Office : 5th floor, Vidyut Bhawan, Bailey Road, Patna-800021

CIN - U40102BR2012SGC018888

IT Department

Biometric Attendance Entry Form

Employee ID

Employee Name

Designation

Employee Type

Regular Contract

Company

Dept./ Office/ Cell/ Section

Marital Status

Married Unmarried

Date of Birth

Date of Joining in BSPGCL

Contact No.

Email ID

Place

Date

Employee Sign.

To be filled by IT Department

Enrollment ID

Date of Enrollment

Approved By

Note 1: Please enclose copy of Employee ID Card along with Transfer/ Posting order.

2: This form is for Biometric Enrollment Record purpose only.