

कार्यालय रक्षा लेखा प्रधान नियंत्रक (द.प.क.) खातीपुरा, रोड जयपुर-12
Office of the PCDA (SWC), Khatipura Road, Jaipur-12
Fax No. 0141-2388463 Phones No. 0141-2388449, 2388492

By Hand/Speed Post

No. AN/III/BAS

Dated: 6 .07.2018

To,

The Officer in Charge,
All Sections (Main Office),
All LAOs, AO GEs & ALAOs

EDP (कृपया web site पर सी
upload करें ता कट करें।)
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Sub: Biometric Attendance System

During the past it has been observed that some of the officers /staff are not adhering the norms to mark their attendance through "Biometric Attendance System". The respected Pr.CDA has viewed it very seriously.

2. Therefore, it is directed to all the officers/staff to complete the process of enrolment of their names in "Biometric Attendance System" by 13th of July 2018 without fail. For enrolment of their names in "Biometric Attendance System" they may contact Shri Bhoop Singh Choudhary, SAO (EDP) and Shri S.S. Rathore, AAO (EDP) in EDP Section.
3. The Officers/staff whose names are enrolled in "Biometric Attendance System" may kindly mark their attendance through the system on daily basis as it is compulsory/ mandatory for all.
4. The suitable action will be initiated as per rules/orders against the late coming/ early going officers/staff and not marking the attendance through the system.
5. All the officers are requested to get it circulated and noted from all the staff please.


Dy.CDA (AN)