OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
(WESTERN COMMAND) SECTOR 9-A, CHANDIGARH – 160009, LANDLINE
NO. 0172 – 2741511-14, 2741990, FAX-0172-2742552, 2741279

IMPORTANT CIRCULAR

No. AN/VIII/1417/Bio Att. Dated 13/06/2018

To

The Officer Incharge
All Sections in Main Office
All Sub Offices

Sub: Aadhar Based Biometric Attendance System.

On the above subject it is directed that leave details (EL, CL, RH, CPL or any other absence/leave of all the individuals (upto the level of AAOs) of all Sections/Sub Offices may please be forwarded to this Section (AN-VIII) instead of AN-IV/Systems & Coordination Cell as was requested in this office Circular no. AN/IV/1712/Disp/Bio.Att. dated 31.08.2017 and the same may please be forwarded by the 1st working day of the month following the month of leave details.

Further, Officer Incharge of all sub offices are directed to forward leave details on the 1st working day of each month without fail through Fax/E-Mail (pcdawcan8.dad@hub.nic.in) so that this Section may be able to incorporate leave details in the Biometric Attendance Report timely.

(Anmol Amar Singh, IDAS)
Asstt. CDA

Copy to:
The officer incharge - for uploading on the PCDA (WC) Website.
IT&S Cell, Local

(Vandana Kuniyal)
Sr. Accounts Officer (AN)