

3558

OFFICE OF THE Pr. CDA (WC) CHANDIGARH
IMPORTANT CIRCULAR

No. AN/I/1041/Misc

Dated: 20 /04/2018

To

- 1) All Officer Incharge in Main office. ;
- 2) All Sub-Offices under this command.

Subject: Aadhaar Based Biometric attendance System-Implementation of.

It has been observed from the ABBAS report that strict official timings are not being followed in ABBAS attendance. This has been viewed seriously by the higher authorities.

It is therefore stressed upon all concerned that marking attendance on ABBAS is mandatory and any laxity in this regard would invite disciplinary action. Non working of ABBAS/any difficulty must be reported by name to Sh. Rajesh Madan, SAO Nodal Officer under intimation to AN-I section immediately and attendance report be sent by 09.30 A.M. on that particular day through Fax No 0172-2742552 & Zimbra mail on email id pcdawcan1.dad@hub.nic.in to the Officer-in-Charge AN-I for officers & on email id pcdawcan8.dad@hub.nic.in to the Officer Incharge AN-VIII for staff.

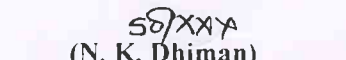
It is further stressed that w.e.f. 01.05.18, leave as due/admissible under leave rules will be deducted by AN-I (in case of IDAS/SAOs/AOs) and AN-VIII (in case of staff/AAO) in case of absentees on the basis of reports generated on ABBAS at the end of the months by AN-I & AN-VIII of main office respectively.

All Officer-In-Charge of Main office and Sub-Offices should ensure strict compliance.


(SAHIL GOYAL)
GO (AN)

Copy to:-

1. Sh. Rajesh Madan, SAO : For information and necessary action please.
Nodal Officer
2. OI/C System &
Co-ordination System (Local) : For necessary action please.
3. IT & S Section (Local) : For uploading on PCDA (WC) website


(N. K. Dhiman)
Sr. Accounts Officer (AN)