

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS  
(WESTERN COMMAND) SECTOR 9-A, CHANDIGARH – 160009, LANDLINE  
NO. 0172 – 2741611-14, 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 1<sup>st</sup> 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](mailto: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

- Sd -

(Vandana Kuniyal)  
Sr. Accounts Officer(AN)