

IMPORTANT CIRCULAR

कार्यालय, प्रधान लेखा नियंत्रक (निर्मानियाँ) 10 ए, एस के बोस रोड, कोलकाता - 700001.
OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)
10A, S.K. BOSE ROAD, KOLKATA - 700001.

No. 2337/AN-I/Vol-VII.

Dt: 08/07/2015

To

All Group Controllers(Fys)

Subject: Biometric Attendance System : Preparatory steps to be taken by Departments.

Reference: H.Qrs Office important circular No. AN/III/3012/Misc/BAS dated: 16/06/2015.

X-X-X-X

H.Qrs Office under their ibid circular has sought for current status on implementation of BAS in this organisation duly incorporating the information on following points.

- Total strength of the Organization.
- Number of employees registered.
- Number of employees not registered(reason for non registration).
- Number of employees marking attendance through AEBAS.
- Total number of desktop devices , wall mounted devices or other type of devices installed and requisition of extra devices placed to NIC.

It is therefore requested to take immediate measures/ preparatory steps as mentioned in the H.Qrs important circular NO.AN/III/3012/Misc/BAS dated: 20-02-2015 in consultation with concerned Factory Management. Necessary report as stated above in respect of the offices under your Group control may please be forwarded directly to H.Qrs Office under intimation to this Office.

This issues with the approval of C of A(Fys).

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(Vidhu Aggarwal)

Assistant Controller of Accounts(Admin)

Copy to:

Website Cell, Main Office :

For uploading in PCA(Fys) website.

Sr. Accounts Officer(Admin)