



कार्यालय रक्षा लेखा प्रधान नियंत्रक(मध्य कमान)

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**Important Circular(Through Website only)**

No. OA/EDP/184/Misc

Dated 02/08/2019

To,

Officer in charge/ Nodal Officer(AEBAS)

All Sub Offices(**except Offices at Lucknow station and Gorakhpur**)

(Under PCDA CC Lucknow)

Sub: Streamline correspondence related to Bio-metric Attendance System (BAS)  
With Main Office.

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Of late, it has been observed that sub-offices are making direct communication with main office and to multiple sections for the issues related to their BAS system. Further the most of problems pertains to either local issue or problems of the nodal officer level . The nodal offices have user id and password to manage the bio-metric devices, attendance reports, employee master etc and also competent to resolve issues in consultation with attendance.gov.in.

2. Therefore, it is requested that correspondences related to BAS may be first done with respective nodal officer. However, In case problem is not resolved at local level or at nodal officer level, the matter may be reported to **GO(OA), O/o PCDA(CC) Lucknow only** through nodal officers only with their specific recommendations such as replacement of device, providing of new device, providing/upgrading of internet, issues requiring administrative action etc.

*Addl. CDA has seen.*

(A K Srivastava)

GO(IT&S)