



Principal Controller of Defence Accounts (Central Command)
1, Cariappa Road, Lucknow - 226002
Ph: 0522 - 2453038 Fax: 0522 - 2451547
email: cda-luck@nic.in
website: pcdacc.gov.in



Important Circular

No EDP/184/Misc

Dated 09/07/2019

To,

Officer in charge/ Nodal Officer(AEBAS)
All Sub Offices
(Under PCDA CC Lucknow)

Sub: Bio-metric Attendance System (BAS) for punctuality in Defence Accounts
Department-reg.

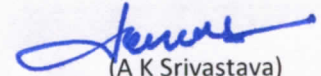
Ref: HQrs office letter NO. AN/III/3012/Misc/BAS dated 17.06.2019

Attention is invited to this office letter No. AN/1A/1004/Misc/2017 dated 27/01/2017(copy enclosed) wherein is was instructed to all sub offices under this organisation to mark, all staff and officer attendance through BAS only and discontinue the manual attendance register. Further, HQrs office vide letter mentioned under reference has called for the status report regarding implementation of BAS in this organisation.

2. In view of above, status report regarding implementation of BAS in your office may be furnished immediately, in pro forma enclosed at Annexure "A" through e-mail(cda-luck@nic.in) latest by 12-07-2019 for perusal and appraisal to HQrs office.

The matter may be treated as most urgent.

Add CDA has seen.


(A K Srivastava)
GO(IT&S)



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Annexure "A"

SI No	Particulars	Remarks of sub office/Nodal Officer
1.	Whether BAS is implemented in your office. (Yes or No). If No reasons for non-implementation may be elucidated.	
2.	Date of Implementation of BAS.	
3.	Whether your office is functioning as nodal officer for other sub offices at your station for BAS (Yes or No). If no, name of your nodal officer.	
4.	Whether BAS is functional in your office. Yes or No. If No, reasons for non Functioning may be elucidated.	
5.	Whether all employees are registered on BAS.	
6.	Whether all employees are marking attendance on BAS. If not reasons for the same.	
7.	What is office timing of your office.	
8.	How reports related to attendance such as late attendance, early leaving of office, absence regularisation, non closing of attendance etc are being watched and at what interval.	
9.	Have you noticed any improvement in punctuality in attendance after implementation of BAS in your office.	
10.	<u>For Nodal offices only</u> Transfer in and Transfer out from BAS are being carried out regularly.	

Officer in Charge