OFFICE MEMORANDUM

Subject: Monitoring of attendance through BAS System – regarding.

The undersigned is directed to say that a report generated through Biometric Attendance System (BAS) is provided to all the Scheme In-charges/respective Section Officers from time to time with the request to monitor attendance of all officers/officials at their level. However, it is observed that there appear to be some gaps for updation in records of Admn. & IT details indicating leave, tour and training etc.

2. All the officers/officials are, therefore, requested to check their attendance records in BAS and inform the IT Cell through respective Admn. Sections to avoid any discrepancies in balance of leave etc. Failing, which the period will be treated as absent.

3. This issues with the approval of PPA.

Yours faithfully,

(Ajay Kumar)
Chief Administrative Officer

Copy to:

1. All the Scheme-In-charges.
2. All officers-In-charges, Dte. of PPQS, Faridabad.
3. PS to PPA, Dte. of PPQ&S, Faridabad.
5. IT Cell with the request to upload.
6. US(HQ)/Sr. AO for information.