

FINANCE DEPARTMENT

No:FIN-OFFOR-MIS-CENTR-VI/D

Dated.18.01.2016

CIRCULAR /S-A

Kindly refer to this office circular of even number dated 4.12.2015 and in compliance with Ministry's instruction on paperless office, the following modifications are made such as:-

Bio metric recordings pertaining to all departments has to be verified in the system itself and that can be exported in excel sheet and any addition /deletion has to be recorded in the excel sheet itself after approved by HOD by the Nodal Officer of concerned department and that has to be mailed to the Nodal Officer , Finance Department (ao2_est) on or before 5th of every month. If any days left blank without any remark it will be construed as absent.

All HODs are requested to comply in the above lines with immediate effect please.

FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER

To
All Heads of Department, VOCPT.

Copy to:

1. P.S. to Chairman, VOCPT
2. P.A. to Deputy Chairman, VOCPT.