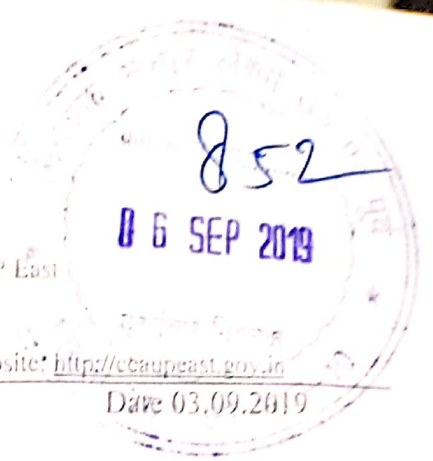


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Government of India
Department of Telecommunications
O/o The Controller of Communication Accounts, U P East
CCA Building, TE Campus Vikas Khand-1,
Gomti Nagar, Lucknow-226010.
Fax: 0522-2302771.



Email: cca.upeast@gov.in

No.CCA/UP (E)/Admn/Office order/2017-18

Website: <http://ccaupcast.gov.in>

Date 03.09.2019

Office Order for Bio-Metric updation

The competent authority has orderd that each officer/official before proceding on any kind of leave/tour programme after sanctioning the leave/tour programme,it is mandatory that they are now required to update leave/tour programme in the Bio-metric system also by 7th of succeeding month & get it approved by reporting section incharge by 10th of next month.

2. In order to keep record in hard copy & soft copy i.e. Bio-metric simultaneously, the same leave/tour programme shall be approved by the concerned section incharge in the Bio-metric system.
3. This issues in supersession of earlier orders on the subject.
4. This order will be effective with immediate effect.

ACCA (Admin)

Copy to:-

1. PRO to CCA,through email & also hard copy.
2. Jt.CCA, through email & also hard copy.
3. Dy.CCA, Sub-office at Varanasi e-mails also hard copy.
4. ✓ ACCA/All Sr.AOs/AOs, through email & also hard copy. AO computer may please be upload the official web site.
5. To all officers/officials concerned through e-mail also hard copy.
6. For Notice Board.

~~ACCA~~ Acct

Pepo