



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.

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No.CCA/UP (E)/Admn/office Order/2017-18

Date 17.07.2019

Office order

1. Each employee should fill up the details of reporting officer in Biometric software by login through Employee Login ID.
2. It is mandatory for each official to feed leave/tour details duly sanctioned in the Bio- metric system.
3. The same leave/tour programme will be approved by the concerned reporting officer in the Bio-metric system after receiveing the leave/tour details as sanctioned by the competent authority.
4. Sr. AO (Computer) will take print out of all employees and forward them to Admin Section by 7th of each month. The Admin section will put the Bio-Metric attendance sheet as provided by Sr.AO (Computer) to the Compent authority by 10th of each month.
5. Jt.CCA shall take action as per leave rules etc based on the details available in the above report.
6. Each section shall maintain manual attendance register also for getting attendance done in case failure of Biometric.
7. Each floor to have two tablet/wall mounted Biometric system for proper attendance/suboffice Varanasi to have 2 also.

This order will be effective with immediate effect.

This issues with the approval of the competent authority.


ACCA (Admn.)

Copy to: -

1. PRO to CCA
2. Jt. CCA through e-mail also hard copy.
3. Dy.CCA, Sub-office at Varanasi e-mails also hard copy.
4. ACCA (P), ACCA/All Sr.AOs/AOs, through e-mail also hard copy, AO computer may please upload on the official web site.
5. To all Officers/officials Concerned through e-mail also hard copy.
6. for Notice Board.