

VOCHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

No.FIN-OFFCR-MIS-SUBMI-V1-17/D.

DATE 22 .11.2017

CIRCULAR No. 16/2017-18

Sub: Forwarding of Aadhar based Bio-metric attendance report relating to employees and officers for updating their leave account in the SAP system – Regarding

Ref: 1. No.FIN-OFFCR-MIS-SUBMI-V1-17/D.888 dated 3.7.2015
2.No.FIN-OFFCR-MIS-SUBMI-V1-17/D.985dated 14.7.2015
3. No.FIN-OFFCR-MIS-SUBMI-V1-17/D. dated26.7.2015

Of late it is observed that leave applications, joining reports of employees / officers working in various Departments of VOC Port Trust have been received by the Finance Department without Aadhar based Bio-metric attendance report/ leave Statement and in small bit of paper (especially Traffic and Marine). Hence, it is not possible to update leave account in the SAP system.

2. From the current month onwardsⁱⁿ the CSC Section, Finance Department will generate the monthly Aadhar /Biometric report of the Absentees of all the departments on first of the succeeding month for all the Officers / employees of VOC Port Trust. The said absentee statement will be forwarded in excel format through mail to the concerned departments who in turn are to update the same as per the following and are requested to forward the details of the absentees as below:-

- i. Nature of Leave availed for the absence period * (EL,EOL, HPL, Com.Leave or Casual Leave) including for the period Biometric not working training attended/other duty**
- ii. All kinds of leave, the leave application and joining report and also other allied reasons recommended and signed by the concerned HODs / Competent Authority to be forwarded along with the above statement.**
- iii. For all kinds of leave the document number by which the entry was updated in SAP.**



4. If the said particulars are not received, duly updated in SAP from the other department before 10th of the month for the absence period the salary will be deducted without any further notice as per the absentee statement forwarded by mail to the HOD by the Finance Department on 1st treating the period as EOL .
5. This issues with the approval of Chairman



Financial Adviser and
Chief Accounts Officer

To
All Heads of Department / VOC Port Trust

Copy to

1. Sr. DyCAO, Dy.CAO
2. A.O Gr. I / Establishment Section - for necessary action
3. PA TO CPT
4. PA to Dy.CPT