To,
The All Addl. Central P.F. Commissioner
Zonal Office

Subject: Information regarding biometric attendance on dated 30.08.2019.

Sir,

With reference to the above cited subject you are requested to provide information regarding total number of staff and Officers in all offices under your jurisdiction, how many of them are registered for biometric attendance, and how many of them marked their attendance on 30.08.2019.

To Facilitate the same, it is proposed to call the required data through populating a google spread sheet created for this purpose (the link of the same has been shared with Zonal ACCs vide their respective Email Id) The proposed format is:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Zone/Office</th>
<th>Total strength of Officers/Staff</th>
<th>Officer/Staff Registered on Bio-Metric</th>
<th>Bio-metric Attendance marked by officers/Staff on 30.08.2019</th>
</tr>
</thead>
</table>

Yours faithfully,

(Uma Mandal)
Addl. Central P. F. Commissioner (HRM)

Copy to:- All RPFCs, ZTI’s for necessary action