



**UTTAR HARYANA BIJLI VITRAN NIGAM LTD.**  
**Office of Chief Accounts Officer**  
**Flat No.519-524, Power Colony, Ind. Area Phase-II Panchkula**  
**Phon-0172-2591854 E-mail: aocashuhbvn@gmail.com**

To,

CGM/Admn, UHBVN, Panchkula,  
CE OP UHBVN, Panchkula,  
CE/MM, UHBVN, Panchkula,  
CE/PD&C, UHBVN, Panchkula,  
CE/HPPC, UHBVN, Panchkula,  
CE/Energy Audit, UHBVN, Panchkula,  
CE/Commercial, UHBVN, Panchkula,  
CE/Planning, UHBVN, Panchkula,  
CE/SO, UHBVN, Panchkula,  
Company Secretary, UHBVN, Panchkula  
SE/M&P, UHBVN, Panchkula,  
SE/Vigilance, HVPNL, Panchkula,  
LR, HPU, Panchkula.  
FA/Hqrs, UHBVN, Panchkula,  
Chief Auditor, UHBVN, Panchkula,  
FA & CAO/MM, UHBVN, Panchkula,  
DST, UHBVN, Panchkula  
Xen/IT, UHBVN, Panchkula,  
PRO, UHBVN, Panchkula,

Memo. No. : 622 /CAO/Cash/UH-31

Dated: 21.05.2019

**Subject: Issue of Duty Certificate in respect of Contractual Employees**

A complaint has been received in the CAO office wherein it has been alleged that duty certificates of the contractual staff are being issued without verifying the attendance in the biometric system which is a great concern as the same may cause financial loss to the Nigam.

It is, therefore, requested you to impart necessary directions to the Controlling Officers under your administrative control that the duty certificates may be issued on the basis of biometric attendance system of all contractual employees. If biometric attendance system for a particular day is not in order, reasons of the same may also be mentioned in the duty certificate itself.

**MATTER MOST URGENT**

  
Chief Accounts Officer,  
UHBVN, Panchkula.

Endst No. 623 /CAO/Cash/UH-31

Dated :

Under Secretary/GA, UHBVN, Panchkula with a request to obtain Duty Certificate duly certified by Controlling officers that the duty certificate has been issued after verifying the attendance in the biometric system.

  
Chief Accounts Officer,  
UHBVN, Panchkula.

Copy to:

SPS to Chairman-cum-Managing Director, UHBVN for the kind information of worthy CMD.  
SPS to Director/T-I, UHBVN for the kind information of worthy Director/T-I.  
SPS to Director/T-II, UHBVN for the kind information of worthy Director/T-II.  
Chief Financial Officer, UHBVN, Panchkula.