No. AN/II/5525/AEBAS/2015   Dated: 02.09.2015

To

The CDA IT&SDC Secunderabad
The Addl CDA , PAO(Ors) EME Secunderabad
The ACDA, PAO(Ors)AOC Secunderabad
All sub offices (As per standard list)

     Sub: Monitoring punctuality/ attendance through AEBAS – regarding.

     Ref: 1) DoPT OM No. 11013/9/2014-Estt(A-III) dated 21.11.2014 &
            2) Hqrs letter No. AN/III/3012/Misc/BAS dated 20.02.2015

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     The undersigned has been directed to inform that with a view to improve efficiency in monitoring the attendance, leave records and over all working environment, Aadhar Enabled Biometric Attendance System (AEBAS) has been introduced. machines are being installed for marking the attendance at the time of arrival and departure by Officers and Staff. All the officials would be able to mark their attendance in any of the machines installed at the office premises where more than one machine is installed. In case, if any of the machine is not functioning, the officials may mark their attendance in any other machine installed in the office.

     All officials will be required to mark their attendance at the time of arrival and departure in the biometric machine without any exception. Attendance of all staff shall be monitored using the biometric machines installed.

     All offices shall continue to maintain their attendance register in addition to the new system of attendance. Biometric system is only an enabling platform. There is no change in the instructions relating to the office hours, late attendance etc. which will continue to apply.

     CDA has seen.

Encl : 1

Asst. Controller (AN)

No: 11013/9/2014- Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances,& Pensions
Department of Personnel & Training

New Delhi, dated 21st November 2014.

OFFICE MEMORANDUM

Sub: Introduction of AADHAR Enabled Bio-metric Attendance System

It has been decided to use an AADHAR Enabled Bio-metric Attendance System (AEBAS) in all offices of the Central Government, including attached/ sub-ordinate Offices, in India. The system will be installed in the offices located in Delhi/ New Delhi by 31st December 2014. In other places this may be installed by 26th January 2015

2.   The equipment will be procured by the Ministries/ Departments as per specifications of DeitY on DGS&D Rate Contract from authorized vendors. The expenditure will be met by the Ministries/ Departments concerned under their O.E. The manual system of attendance may be phased out accordingly.

3.   The Department of Electronics and Information Technology (DeitY) will provide the technical guidance for installing the system. The equipment already procured by DeitY have a built in AMC of three years. The Ministries/ departments may ensure that the equipment being procured by them have similar provision.

4.   Biometric attendance system is only an enabling platform. There is no change in the instructions relating to office hours, late attendance etc. which will continue to apply. As per extant instructions, (contained in DoPT O.M. No: 28034/8/75- Estt-A dated 04-07-1975; No:28034/10/75-Estt-A dated 27-08-1975; No: 28034/3/82 –Estt-A dated 05-03-1982) half–a-day's Casual Leave should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available). Disciplinary action may also be taken against government

(contd....)

servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.

5.   These orders come into force with immediate effect.

6.   All Ministries/ Departments are requested to bring this to the notice of all concerned.

(J.A.Vaidyanathan)
Director (Establishment)
Tel: 23093179

To:
All Ministries/ Departments (As per standard list)