

Principal Controller of Defence Accounts (Central Command), Carriapa
Road, Lucknow Cantt, Pin-226002

Circular

No. AN/ 1A/1004/Misc/2017

Dated:27/01/2017

To

The CDA, RTC Lucknow
All Sub Offices
(under the organisation including IFAs)
All sections in main office

Sub: - Aadhar enabled Biometric Attendance System for marking attendance.

The Department of Personnel & Training vide letter No. 11013/9/2014-Estt(A-III) dated 21st November 2014 (circulated vide Hqrs Office letter No. AN/III/3012/Misc/BAS dated 20.02.2015) has decided to use an AADHAR based Biometric Attendance System (**AEBAS**) in all offices of the Central Government, including attached/sub-ordinate offices in India.

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

Therefore, all the staff and officers will mark their attendance through **AEBAS only**. The manual attendance may be discontinued immediately.


GO(AN) has seen.

Copy to :-

The Officer-In-Charge
O.A. Cell (Local)

For uploading on
PCDA (cc) website.

- Sd -
(S.K. Gupta)
Sr. AO(AN)


(S.K. Gupta)
Sr. AO (AN)