



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002
Office of the Principal Controller of Defence Accounts (Central
Command) Cariappa Road, Cantt., Lucknow, Pin Code - 226002
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AN/1A/1004/Attendance/BAS

Date :- 03/07/2023

To,

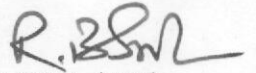
All Sections of Main Office
All Sub-offices
CDA RTC Lucknow
IFA (CC) Lucknow

Subject :- Instructions regarding implementation of Aadhaar Enabled Biometric Attendance System (AEBAS) for attendance of all government employees, by various Ministries/Departments/Organizations - regarding.

Please refer to HQrs important letter no. AN-III/3012/Misc./BAS dated 27.06.2023 (copy enclosed) regarding

In this regard, it is requested to ensure adherence to the instructions contained in the above letter and the officer-in charges are to make sure that :

- (i) All the employees are registered on AEBAS and are marking their attendance over AEBAS without fail. If not registered, they should be registered immediately.
- (ii) Late coming/early leaving/non-marking of attendance by employees should be viewed seriously and action against the same may be initiated under extant GOI rules by debiting of leave for occasional defaulters and initiating proper disciplinary action again habitual defaulters.


ACDA (AN)

हर काम देश के नाम



रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी-110010

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665703 Fax: 011-25674806, 25674821 email: aniii.cgda@nic.in



No. AN-III/3012/Misc/BAS

Dated: 27.06.2023

To,

All PCDAs/ PCA (Fys.)/ PIFAs,
CDAs/ IFAs/ RTCs.
(through CGDA Website).

Subject: Instructions regarding implementation of Aadhar Enabled Biometric Attendance System (AEBAS) for attendance of all Government employees, by various Ministries/Departments/Organizations - regarding

Please find enclosed a copy of OM No. 11013/13/2023-Pers. Policy-A.III dated 23.06.2023 for information and strict compliance please.

In this regard, it is requested to ensure adherence to the instructions contained in Para 3 of the above OM in your office/sub-offices positively without fail.

This issues with the approval of Addl. CGDA(DR).

पंकज 27/6/23
(Pankaj Kumar)
AO (AN)

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F. No.11013/13/2023-Pers. Policy-A.III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi
Dated 23rd June, 2023

OFFICE MEMORANDUM

Subject: Instructions regarding implementation of Aadhar Enable Biometric Attendance System (AEBAS) for attendance of all Government employees, by various Ministries/Departments/Organizations

During a recent review of the implementation of AEBAS, it has been observed that a large number of Government employees posted across Ministries/Departments/Organizations of Government of India, despite being registered and active over AEBAS, are not marking their attendance using the System and, as such, are not adhering to the instructions contained in DOPT's OM No. 11013/9/2014-Estt(A-III) dated 21.11.2014 and 28.01.2015.

2. Marking of attendance over AEBAS had remained suspended for a large period of time, during the spread of COVID19. Vide its OM dated 31.01.2022, this Department instructed that biometric attendance shall remain suspended till 15th February, 2022 or till further orders, whichever is earlier, and consequently, marking of attendance through AEBAS automatically resumed since 16.02.2022. However, it has been observed that many Ministries/Departments/Organizations have not yet resumed the use of AEBAS for marking of attendance of their employees.

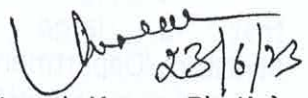
3. Taking a serious note of the inattentiveness/laxity on the part of Ministries/Departments/Organizations and the employees (who are not marking attendance despite being registered and active), it has been decided that:

- i. Ministries/Departments/Organizations (MDOs) shall ensure that the employees posted there mark their attendance using AEBAS without fail;
- ii. Immediate steps would be initiated by the Ministries/Departments/Organizations for registration of biometric data in AEBAS in respect of their employees;
- iii. In respect of Divyang employees, Ministries/Departments/Organizations will make appropriate arrangements for providing easily accessible machines at lower heights or at their desks and for capturing biometrics through Face Recognition Machines;
- iv. MDOs shall also verify the information provided by the employees for AEBAS to ensure that the same is correct and updated;


23/6/23

- v. The concerned NIC Wings/Units shall provide information/attendance data including any discrepancy in Registered and Active Users to their Ministries/Departments concerned to ensure that employees mark their attendance on AEBAS.
- vi. Ministries/Departments shall ensure that the biometric machines remain functional at all times; and
- vii. HODs of the Ministries/Departments/Organizations shall periodically monitor the marking of attendance to ensure punctuality and sensitize their employees to adhere to the instructions relating to office hours, late attendance etc. Habitual late attendance and early leaving of office should be viewed seriously and essentially discouraged and action against the same may be initiated under the extant GOI rules.

4. All the Ministries/Department/Organizations are, therefore, directed to adhere to the instructions contained in Para 3 of this OM and also to bring this to the notice of all the concerned for proper implementation of AEBAS.


(Umesh Kumar Bhatia)
Director
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To,
All Ministries/Departments (As per standard list)