

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



स./ No. 5-1(239)/2014-PD

दिनांक/Dated: 12.12.2014

प्रेषक / From:

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

The Directors/Heads of all
National Labs./Instts. of CSIR
Hqrs./Complex/Centres/Units

विषय / Sub : Introduction of AADHAR Enabled Bio-metric Attendance system in CSIR-reg.

महोदय/Sir,

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, DoPT OM No.11013/9/2014-Estt(A-III) dated 21st November, 2014 on the above subject for information, guidance and compliance.

भवदीय/Yours faithfully

विनोद कुमार
12/12/14
(विनोद कुमार /Vinod Kumar)
अवर सचिव (नीति) / US(PD)

संलग्न/Encl. :यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make this OM available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy

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

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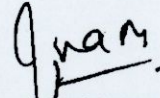
No: 11013/9/2014- Estt (A-III), dated 21-11-2014

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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)