

No. : 5-1(239)/2014-PD

Dated 24.07.2023

From : Joint Secretary (Admn.)


To : The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

Sub : **Instructions regarding implementation of Aadhaar Enabled Biometric Attendance System (AEBAS) for attendance of all Council employees - reg.**

Sir / Madam,

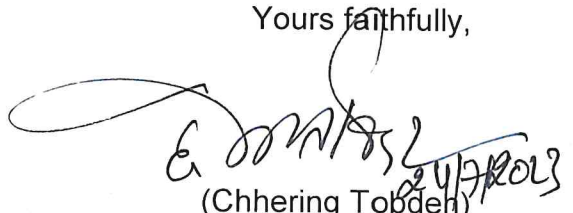
I am directed to refer to the instructions vide CSIR letter No. 5-1(239)/2014-PD dated 12.12.2014 regarding implementation of Aadhaar Enabled Biometric Attendance System (AEBAS) for attendance of all Council employees in CSIR and the instructions issued by DoPT vide Office Memorandum No. 11013/13/2023-Pers.Policy-A.III dated 23.06.2023 on the subject matter, the Competent Authority has decided as under:

- i. All CSIR Labs/Instts/Units/Centres shall ensure that the employees mark their attendance in AEBAS without fail;
- ii. Immediate steps shall be initiated by the CSIR Labs/Instts/Units/Centres for registration of biometric data in AEBAS in respect of all Council employees, if already not made;
- iii. In respect of Divyang employees, CSIR Labs/Instts/Units/Centres 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. CSIR Labs/Instts/Units/Centres shall also verify the information provided by the employees for AEBAS to ensure that the same is correct and updated;
- v. The concerned Nodal Officers shall provide information/attendance data including any discrepancy in Registered and Active Users to their Labs/Instts/Units/Centres concerned to ensure that employees mark their attendance on AEBAS;
- vi. CSIR Labs/Instts/Units/Centres shall ensure that the biometric machines remain functional at all times; and


24/7/2023

- vii. Director/Head in respect of CSIR Labs/Instts 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.
2. All CSIR Labs/Instts/Units/Centres are also requested to inform the action taken by them against the habitual late comers latest by 07.08.2023.

Yours faithfully,



(Chhering Tobden)
Sr. Deputy Secretary (PD)

Encl. : As above

Copy to:

- 1) CSIR Website
- 2) Office copy.

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
Tel. +91-11-23094471
Email: ukbhatia@gov.in

To,

All Ministries/Departments (As per standard list)



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

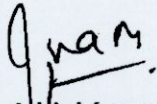
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servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.

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)