

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI – 110001**

No. 8-6(7)/2017-Security (Gen.)

Dated: - 19.11.2024

**Office Memorandum**

**Sub: - AEBAS based Biometric Attendance System by CSIR Hqrs and its Labs/Instts.**


It is informed that CSIR vide OM No. 8-6(2)/2014-Security dated 09.02.2015 implemented the AEBAS in CSIR Hqrs and its units. Thereafter, AEBAS was implemented across all CSIR Labs/Institutes/Units/Centres vide CSIR letter No. 5-1(17)/2008-PD dated 03.07.2015 which was again reiterated vide CSIR Letter No. 5-1(239)/2014-PD Dated 24.07.2023 & 10.07.2024.

Initially, there was no usage charges levied for the AEBAS attendance system. Now, the Ministry of Electronics and information Technology has framed new Policy which was notified vide OM No. 10(24)/2023-EG. II dated 16.11.2023 and as per para 3.3. of the policy "the services offered on paid basis to Autonomous bodies". The AEBAS service is managed through NICSI at the rate of Rs. 5.00+GST per employee per month subject to minimum of Rs. 10,000/-+GST per year for each Institute.

The DG, CSIR in consultation with IFD, CSIR has accepted the charges levied by NIC for usage of AEBAS.

It is also noticed that the employees detail who are currently posted in a Lab/Instt of CSIR is not updated by the concerned Nodal Officer of lab/institute, as a result the users reflected in AEBAS data base is on higher side than the actual manpower strength of CSIR. Therefore, all Nodal Officers of AEBAS are directed to update the employees details in AEBAS of their Lab./Instts by removing/transferring the employees who left the Institute on account of transfer/resignation/retirement etc.as the case may be.

It is further noticed from the data provided by NIC that some of the Labs/Instts. of CSIR are not using AEBAS for recording attendance of their employees despite clear instructions of Competent Authority, CSIR in this regard, which were circulated vide CSIR letter dated 03.07.2015, 24.07.2023 & 10.07.2024. DG, CSIR has directed that all CSIR Labs/Instts must use AEBAS for recording attendance of their employees without fail. Therefore, concerned Sr. CoA/CoA/AO are requested to take necessary action for compliance of instructions of DG, CSIR.

  
(Ram Kumar Singh)  
Under Secretary (CO)

Copy to: -

1. Directors/Heads of CSIR Lab./Instts/Units
2. Sr. CoA/CoA/AO of CSIR Lab./Instts/Units
3. Nodal Officers, AEBAS of all CSIR Lab./Instts/Units
4. Office of DG, CSIR
5. Office of JS(A), CSIR
6. Office of JS&FA, CSIR
7. Office of CVO, CSIR
8. All concerned through CSIR website
9. IT Division with the request to kindly upload this on CSIR Website
10. Office Copy