



महेन्द्र कुमार गुप्ता
MAHENDRA KUMAR GUPTA
संयुक्त सचिव
Joint Secretary

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110 001

D.O. No.4-10/2026-HR-II

Dated: 24.09.2026

Dear *Directors/Heads,*

I would like to bring to your notice that, in certain cases, the Aadhaar Enabled Biometric Attendance System (AEBAS) data of employees is not transferred to the concerned CSIR Laboratory/Institute promptly upon their transfer/posting, resulting in disruption in attendance recording and avoidable administrative difficulties.

The AEBAS is an important mechanism for real-time and transparent monitoring of attendance and punctuality of employees. It is, therefore, essential that the system is implemented uniformly and effectively across all CSIR Laboratories/Institutes/Units and that the attendance record of an employee remains uninterrupted whenever the employee is transferred from one CSIR establishment to another.

Accordingly, all Directors/Heads of CSIR Laboratories/Institutes/Units are hereby informed to ensure the following:

- i. Strict implementation of AEBAS in accordance with the extant instructions. It may be ensured that all employees are registered on AEBAS and that they mark their attendance on AEBAS.
- ii. Whenever an employee is transferred/posted from one CSIR Laboratory/Institute/Unit to another, the AEBAS-related employee profile/data shall be transferred/mapped to the new establishment immediately and without avoidable delay.
- iii. The transferring Laboratory/Institute/Unit shall ensure that all necessary action at its end for transfer/de-mapping of the employee in AEBAS is completed promptly, while the receiving Laboratory/Institute/Unit shall ensure immediate mapping/activation of the employee in its AEBAS system.
- iv. There should be no break in attendance recording merely on account of administrative delay in transfer/mapping of AEBAS data.
- v. The designated AEBAS Nodal Officer/official in each Laboratory/Institute shall closely monitor such cases and ensure that the necessary action is completed within the prescribed/required time.

Heads of Laboratories/Institutes/Units shall ensure that responsibility is fixed at the appropriate level for any avoidable delay in transferring/mapping the AEBAS record of an employee following his/her transfer.

A compliance report confirming implementation of the above instructions, may be furnished to HR-II Division, CSIR Headquarters within 15 days from the date of issue of this Circular.

With regards,

Yours sincerely


(Mahendra Kumar Gupta)
Joint Secretary (Admn.)

To,

The Directors/Heads of all CSIR Laboratories/Institutes/Units

Copy to:

1. Heads of Administration of all CSIR Laboratories/Institutes/Units.
2. All concerned AEBAS Nodal Officers/Administrators – for necessary action.
3. Office of the DG, CSIR – for information.
4. Office copy.