

**राष्ट्रीय रोग सूचना विज्ञान और अनुसंधान केंद्र**  
**भारतीय चिकित्सा अनुसंधान परिषद, बेंगलुरु**  
**NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH**  
*Indian Council of Medical Research, Bengaluru*

No. ICMR/NCDIR/AEBAS/2024

28<sup>th</sup> June 2024

**परिपत्र / Circular**

Sub: Implementation of Aadhar Enable Biometric Attendance System for attendance of all Government employees - Observance of Punctuality in Attendance –reg

Ref: (1) DoPt Letter No. 11013/13/2023-Pers. Policy-A.III dated 15-6-2024

(2) ICMR Letter No. E.16/68/2022-Admin/E-office142748 dated 18-6-2024

Government of India vide ref (1) and ICMR vide ref (2) above, have forwarded the Office Memorandum regarding Implementation of Aadhar Enable Biometric Attendance System for attendance of all Government employees by various Ministries / Departments/ Organizations. Accordingly,

1. The official working hours are 9:00 AM to 5:30 PM (Monday to Friday)
2. Every staff at ICMR-NCDIR is expected to be in his/her allotted place of work by the prescribed office time of 9.00 AM on the working days unless he/she has previously obtained special permission for late attendance.
3. To ensure punctuality of the officials of ICMR-NCDIR, the following instructions are reiterated for compliance:
  - a. Late coming must always be reported to the immediate Reporting Officer/Administration.
  - b. Attendance in the Biometric Attendance System (BAS) would be monitored on a regular basis by Administration and, names of habitual defaulters would be submitted to the Director for appropriate action.
4. The officials and staff should obtain permission for early departure from their respective PI/supervisors.
5. PIs/Supervisors shall be held responsible for late coming and early departure of the staff working under them.
6. Further details are provided in the order.

The above instructions may be noted by all concerned for compliance.

यह निदेशक महोदय के अनुमोदन से जारी किया गया है।

This issues with the approval of the Director.

**RAMESHA** Digitally signed by  
RAMESHA N M  
**N M** Date: 2024.06.28  
16:48:47 +05'30'

(रमेशा एन एम/Ramesha N M)

प्रशासनिक अधिकारी/Administrative Officer

To:

1. All regular staff
2. Mrs. F S Roselind, Scientist-E – with a request to upload in the website

टेली. बी. एक्स./PABX : 26588980, 26588707, 26589336, 26589745  
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भारतीय आयुर्विज्ञान अनुसंधान परिषद  
INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)  
बी रामालिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029  
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)  
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

क्रमांक.E16/68/2022-Admn./E.Office142748

दिनांक:18/06/2024

सेवा में,

निदेशक/प्रभारी निदेशक  
परिषद के सभी संस्थान/केन्द्र

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

महोदय/महोदया,

अधोहस्ताक्षरी को उपर्युक्त विषय पर अपर सचिव, कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग, नई दिल्ली के दिनांक 15.06.2024 के कार्यालय ज्ञापन संख्या 11013/13/2023-Pers.Policy-A.III की प्रति सूचना एवं अनुपालन हेतु अग्रेषित करने का निदेश हुआ है।

Signed by

Jagdish Rajesh

Date: 19-06-2024 21:00:06

भवदीय,

जगदीश राजेश

सहायक महानिदेशक (प्रशासन)

अनुलग्नक: यथोक्त

प्रतिलिपि:

1. महानिदेशक/अपर महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव
2. परिषद के सभी प्रभाग प्रमुख
3. उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)
4. प्रमुख बीएमआई - आईसीएमआर की वेबसाइट पर अपलोड करने के अनुरोध के साथ।

SO (Ad 2023)  
18/6/2024

F. No.11013/13/2023-Pers. Policy-A.III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
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North Block, New Delhi  
Dated 15<sup>th</sup> June, 2024

**OFFICE MEMORANDUM**

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

Instructions have been issued by this Department from time to time for observing punctuality by the Government employees. Responsibility for ensuring punctuality in respect of their employees rests with the concerned Ministry/ Department/ Organization (MDO). In this regard, instructions on implementation of Aadhar Enabled Biometric Attendance System (AEBAS) by Ministries/Departments/Organizations (MDOs) have also been issued from time to time. In its instructions issued by this Department vide OM of even number dated 23<sup>rd</sup> June, 2023, all the MDOs were, *inter alia*, advised to ensure strict implementation of AEBAS and periodically monitor the marking of attendance to ensure punctuality. However, it has been observed that despite clear instructions, several employees are not registering their attendance in Biometric Attendance System (BAS) and some of the employees have been coming late on a regular basis.

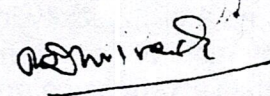
2. The matter of strict implementation of AEBAS has recently been reviewed and taking a serious note of the laxity in implementation of AEBAS, it is hereby reiterated that all MDOs will regularly monitor the attendance reports of their employees after downloading the same from the portal (**attendance.gov.in**). The MDOs will also ensure the following:

- a. All employees mark their attendance using AEBAS without fail. This will ensure that there will be no discrepancy between 'registered' and 'active' employee on AEBAS.
- b. In case any employee is not registered over AEBAS, immediate steps should be taken to register his/her biometric data on BAS portal; MDOs may also reconcile the data of registered employees on AEBAS with the employee data on other portals such as eHRMS portal/PFMS portal and the list of employees maintained by the Department.
- c. In respect of Divyaang employees, MDOs will make appropriate arrangements for providing convenient and easily accessible machines for capturing biometrics through suitable alternative modes.
- d. HODs of the MDOs shall sensitize their employees to adhere to the instructions relating to office hours, late attendance etc. They would download the consolidated report from the portal on a regular basis and identify the defaulters. Habitual late attendance and early leaving of office should be viewed seriously and be essentially discouraged. Strict action against the defaulters may be initiated under the extant GOI rules.
- e. MDOs shall ensure that the biometric machines remain functional at all times.

3. Besides above, it may be noted that UIDAI has now rolled out face-based authentication applications using **Android/iOS based phones**. The face Authentication offers robust features like faster authentication, live location detection, geo-tagging, etc. The Nodal Officer of respective MDO shall configure personal mobile policy in attendance portal for the employees of their Organizations and get the geo-coordinates fed into the entry locations of the office. The minimum OS requirements for smart phones would be OS 9.0 or above for Android smartphones and OS 14.0 or above for iOS smartphones. NIC officers and staff of the respective MDOs will facilitate registration of their Departmental employees on such iOS/android applications.

4. It may kindly be noted that BAS is only an enabling platform and there is no change in the punctuality instructions relating to Office Hours, late attendance etc. which will continue to apply. As per extant instructions contained in DOPT OM No. 28034/8/75-Estt(A) dated 04.07.1975; DOPT OM No. 28034/10/75-Estt(A) dated 27.08.1975 and DOPT OM No. 28034/3/82-Ests(A) dated 05.03.1982, half-a-day's Casual Leave (CL) 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 initiated against Government servants coming to office habitually late as it amounts to 'misconduct' under the CCS(Conduct) Rules, 1964. Early leaving is also to be treated in the same manner as late coming. The data relating to punctuality and attendance of an employee should also be taken into account, while considering him/her for important assignments, trainings, deputations and transfers/postings.

5. Secretaries of the Ministries/Departments etc. are, therefore, requested to kindly bring the contents of these instructions to the notice of their employees and put in place a robust monitoring mechanism to ensure complete compliance by the employees and initiate suitable action against the defaulting employees.



**(Manoj Kumar Dwivedi)**

Additional Secretary to the Government of India

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To,

All Secretaries of Ministries/Departments (As per standard list)