

भारत सरकार / Government of India
सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय
Ministry of Statistics & Programme Implementation
संगणक केंद्र / Computer Centre

पूर्वी खंड-10, सेक्टर-1,
East Block-10, Sector-1,
रामकृष्णपुरम नई दिल्ली -110066,
Ramkrishna Puram, New Delhi-110066
दिनांक / dated : 28.06.2023

OFFICE MEMORANDUM

Subject: Instructions regarding implementation of Aadhar Enable Biometric Attendance System (AEBAS) for attendance of all Government employees – regarding.

Reference is invited to DoPT's OM No.11013/13/2023-Pers. Policy-A.III dated 23.06.2023 (copy enclosed) in connection with the above-mentioned subject wherein it was directed to strictly follow the instructions regarding implementation of Aadhar Enable Biometric Attendance System (AEBAS) for attendance of all Government employees.

2. It has come to the notice of the senior officers that most of the officers are reaching office after 09:30 AM and leaving the office before 06:00 PM, which is unbecoming of a Government Servant and is violation of the Conduct Rules. This unpleasant situation has been taken note of and viewed very seriously.

3. All officers / officials are expected to be in office by 09:30 AM unless he/ she has previously obtained special permission for late attendance. It is also informed that any official coming late will be viewed seriously under Rule 3(1)(ii) of CCS (Conduct) Rules, 1964, which stipulates that every Government servant shall maintain total devotion to duty. DoPT's O.M. No. 28034/8/75-Estt. (A), dated 04th July 1975 inter-alia provides that:

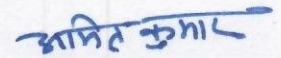
"Half a day's casual leave should be debited to the casual leave account of a government servant for each late attendance but late attendance upto one hour, on not more than the two occasion in a month, may be condoned by the authority if he is satisfied that this is due to unavoidable reasons. In case such a course does not ensure punctual attendance of the government servant, suitable disciplinary action may be taken against him in addition to debiting ½ day's casual leave to his CL Account, on each occasion of such late attendance."

4. All the officers/ staff of this office are once again directed to strictly follow the instructions to mark their attendance on biometric machines for attending office and maintaining punctuality in attendance. In case of any failure or violation of these instructions, administrative action will be taken against defaulter under the relevant rules.

5. All Unit heads are also requested to forward the names of such officers, who are found violating these instructions to Administration for further necessary action against them.

6. This issues with the approval of the Competent Authority.

Encl. as above.



(Amit Kumar)

Deputy Director & Head of Office

All officers / officials of Computer Centre

Copy to:

1. PPS to ADG, Computer Centre;

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2. PS to DDG (RB) / DDG (AB), Computer Centre;
3. PA to Director (Admn.), Computer Centre;
4. JD & HOD, Computer Centre;
5. Hindi Section for Hindi Version;
6. Web Unit – for uploading on the Ministry's website; and
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