

No. 11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-III Desk

North Block, New Delhi – 110001
Dated June 22nd, 2015

OFFICE MEMORANDUM

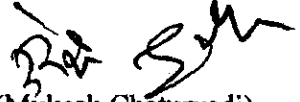
Subject: Observance of punctuality in Government Offices.

Instructions have been issued from time to time with regard to the need to observe punctuality by Government servants. Responsibility for ensuring punctuality in respect of their employees rests within Ministries/ Departments/ Offices.

2. The decision to introduce AADHAR enabled Bio-metric Attendance System (AEBAS) in Central Government offices, including attached/ sub-ordinate offices, to replace the manual system of marking of attendance to ensure punctuality is to be implemented in all Ministries/ Departments. This Department vide O.M. of even no. dated 21.11.2014 and 28.01.2015, while recognizing that the Biometric Attendance System is only an enabling platform had, inter-alia, stated that there was no change in the instructions relating to office hours, late attendance etc.

3. In this connection attention is invited to Rule 3(1)(ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against such a Government servant. It is also added that punctuality in attendance is to be observed by Government servants at all levels.

4. It is also requested that the necessary directions may be issued to all employees to mark their attendance in BAS portal on regular basis.


(Mukesh Chaturvedi)
Director (Establishment)
Tel: 23093176

To:

1. All Ministries / Departments of Government of India.
2. Comptroller & Auditor General of India, New Delhi.
3. Union Public Service Commission, New Delhi.
4. Central Vigilance Commission, New Delhi.
5. Central Bureau of Investigation, New Delhi.
6. All Union Territories Administration.
7. Lok Sabha / Rajya Sabha Secretariat
8. All attached and subordinate Offices of Ministry of Personnel, PG & Pensions.
9. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → Conduct Rules)

F.No. 11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training
Estt.A-III Desk

North Block, New Delhi.
Dated: 28 January, 2015

OFFICE MEMORANDUM

Sub: Introduction of AADHAR enabled bio-metric attendance system.

The undersigned is directed to refer to Secretary, DEITY's DO letter no. SSD/DeitY/BAS/2014-74 dated 23.12.2014 (copy enclosed), observing that in many offices there is a large difference between the number of registered employees and the number of employees marking their attendance in the Biometric attendance system (BAS). The Secretaries of all Ministries / Departments have been requested to issue directions to all employees to mark their attendance in BAS Portal on regular basis.

2. As per the Guidelines issued vide O.M. No. 11013/9/2014-Estt.A-III dated 21.11.2014, it has been decided to use an AADHAR Enabled Bio-metric Attendance System (AEBAS) in all offices of the Central Government, including attached / subordinate Offices, in India. All employees are, therefore, required to register themselves in the system and mark their attendance. Instructions already exist for dealing with cases of late attendance/ unauthorized absence, which may be followed.

3. It is requested that necessary directions may be issued to all employees to mark their attendance in BAS portal on regular basis.

J. A. N.
(J.A. Vaidyanathan)
Director (Establishment)
Telefax: 23093179

To
Secretaries,
All Ministries / Departments
(as per standard list)

Copy To

1. NIC, DoPT for uploading on website
2. Hindi Section for providing Hindi version

आर एस शर्मा
Secretary
R S Sharma
Secretary

R-1058179/15/Secy(P)
03/01/15



भारत सरकार
संचार और सूचना प्रौद्योगिकी मंत्रालय
इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी विभाग
Government of India
Ministry of Communications &
Information Technology
Department of Electronics &
Information Technology (DeitY)

D.O. No.SSD/DeitY/BAS/2014-74
23rd December, 2014

Dear Secretary,

As you are aware, DeitY has already operationalized Biometric Attendance System in 149 major offices in Delhi. It is noticed that in many offices there is a large difference between the number of registered employees and number of employees marking their attendance. An organization wise list of employees registered and attendance marked is enclosed for your ready reference. You are requested to issue directions to all employees to mark their attendance in BAS portal on regular basis.

With regards,

Yours sincerely,

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JS(CE)
JS(AT&A) (PC)
All Secretaries
Government of India

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Sl. No	Organization Name	Employee Registered	Attendance Marked
68	Department of Telecommunication (DOT)	954	705
69	Director General Defence Estates (DGDE)- MOD	130	93
70	Director General All India Radio-MIB	8	1
71	Directorate General of Aeronautical Quality Assurance (DGAQA) - MOD	17	1
72	Directorate General of Civil Aviation (DGCA) - Civil Aviation	435	305
73	Directorate General of Foreign Trade (DGFT)	414	347
74	Directorate General of Health Services (DGHS) - Health & Family Welfare	313	224
75	Directorate General of Quality Assurance (DGQA)-MOD	507	54
76	Directorate General of Supplies and Disposals (DGS&D) - Commerce & Industry	641	521
77	Directorate General Staff Duties-MOD	166	69
78	Directorate of Advertising and Visual Publicity (DAVP) - Information & Broadcast	276	213
79	Directorate of Estates - Ministry of Urban Development	310	230
80	Directorate of Field Publicity - MIB	52	42
81	Directorate of Plant Protection, Quarantine & Storage - DAC	289	231
82	Directorate of Printing-Ministry of Urban Development	85	67
83	Directorate of Public Relations - (MOD)	99	76
84	Directorate of Standardisation-MOD	197	31
85	Electronic Media Monitoring Centre-Information & Broadcasting	179	30
86	Enforcement Directorate - DOR	200	150
87	Engineer-In-Chief Branch (Army)-MOD	746	0
88	Film Division-Information & Broadcasting	79	61
89	Financial Intelligence Unit of India (FIU-IND) - DoR	3	0
90	History Division-MOD	20	0
91	Income Tax Appellate Tribunal-Ministry of Law and Justice	110	79
92	Independent Evaluation Office (IEO)-Planning Commission	4	3
93	India Meteorological Department (IMD), MoES	7	0
94	Indo Tibetan Border Police (ITBP)-MHA	75	0
95	Kendriya Sainik Board-Department of Ex-Serviceman Welfare	58	41
96	Land and Development Office-Ministry of Urban Development	128	107
97	Legislative Department	263	162
98	Military Sectt (Army) - MOD	423	26
99	Ministry of Civil Aviation	157	111
100	Ministry of Coal	192	165
101	Ministry of Corporate Affairs (MCA)	390	261
102	Ministry of Culture	386	283
103	Ministry of Defence (MOD)	935	595
104	Ministry of Development of North Eastern Region (MDONER)	134	93
105	Ministry of Drinking Water and Sanitation (MDWS)	204	171
106	Ministry of Earth Sciences	212	193
107	Ministry of Environment and Forests (MOEF)	997	821
108	Ministry of External Affairs (MEA)	2142	1570
109	Ministry of Food Processing Industries	98	0
110	Ministry of Home Affairs (MHA)	2322	1422
111	Ministry of Housing and Urban Poverty Alleviation (MHUPA)	76	63
112	Ministry of Human Resource Development (MHRD)	69	91
113	Ministry of Information and Broadcasting (MIB)	643	500
114	Ministry of Labour and Employment	939	712
115	Ministry of Micro Small and Medium Enterprises (MSME)	127	105
116	Ministry of Mines	187	157
117	Ministry of Minority Affairs (MOMA)	160	131
118	Ministry of New and Renewable Energy (MNRE)	271	222
119	Ministry of Overseas Indian Affairs (MOIA)	110	80
120	Ministry of Panchayati Raj	166	143
121	Ministry of Parliamentary Affairs (MPA)	103	85
122	Ministry of Petroleum and Natural Gas	231	191
123	Ministry of Power	261	149
124	Ministry of Railways	2830	2133
125	Ministry of Road Transport and Highways (MORTH)	631	513
126	Ministry of Shipping	214	173
127	Ministry of Statistics and Programme Implementation (MOSPI)	653	493
128	Ministry of Steel	204	173
129	Ministry of Textiles	195	155
130	Ministry of Tourism	160	134
131	Ministry of Tribal Affairs	102	78
132	Ministry of Urban Development (MOUD)	504	403
133	Ministry of Water Resources, River Development & Ganga Rejuvenation (MOWR)	555	459
134	Ministry of Women and Child Development (WCD)	232	184

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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No: 11013/9/2014- Estt (A-III), dated 21-11-2014

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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

(J.A. Vaidyanathan)
Director (Establishment)
Tel: 23093179

To:

All Ministries/ Departments (As per standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. The Chief Vigilance Officers of the all Ministries/ Departments.
10. The Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.

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