

No.30-53/2014 -Admn I

भारत सरकार / Government of India

संचार एवं सूचना प्रौद्योगिकी मंत्रालय / Ministry of Communications & IT

दूरसंचार विभाग / Department of Telecommunications,

415 संचार भवन, 20 अशोका रोड / 415, Sanchar Bhawan, 20 Ashoka Road,

नई दिल्ली / New Delhi-110001

दिनांक 27/11/2014

OFFICE MEMORANDUM

Sub: Updation of instructions regarding AADHAR Enabled Bio-metric Attendance System (AEBAS) in DOT & E-office website - reg.

The undersigned is directed to refer to OM No. 11013/9/2014-Estt (A-III) dated 21st November, 2014 (copy enclosed) received from Department of Personnel & Training regarding Biometric attendance system and to request that the copy of the same may kindly be uploaded in the website of Department of Telecommunications and E-office, so that all the employees of this Department may have access to the same.

NMR
27/11/2014

(Nithali Ram)

Under Secretary (Admn I)

Tel: 2303 6884

To
DDG (IT-II)
Department of Telecommunications
New Delhi

3
J S (A)
F 111048/2014/CR
25/11

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.

57;
S (Delhi)

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

(contd....)

25/11

vs (A/T)

Sd/Retired

25/11


Sh. Hemant, Asst

-2-

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)
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.

C.V-o
D/o Telecommunications

