

IMPORTANT
IMMEDIATE

Indian Council of Agricultural Research
Krishi Bhavan : New Delhi

F.No.Admn./8/3/2014-W.S.

Dated the 26th November, 2014

ENDORSEMENT

Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Govt. of India, New Delhi has issued Office Memorandum No.11013/9/2014-Estt (A-III) dated 21st November, 2014 regarding introduction of Aadhar Enabled Bio-metric Attendance System(AEBAS). Para-4 of this O.M. contains instructions relating to office hours, late attendance etc. A copy of the above O.M. issued by Department of Personnel & Training is enclosed for information, guidance and strict compliance. It is also reiterated that all officers/ staff (without any exception) may continue to mark their attendance on Aadhar Enabled Bio-metric Attendance System (AEBAS). All Officers/ Officials who do not have their Aadhar Cards as yet may expedite the issue of their Aadhar Card and get themselves enrolled on the AEBAS.

Rajashree Sunil
(Rajashree Sunil)

Under Secretary (WS)

Distribution:-

1. All Officers/ Sections of DARE/ ICAR Headquarters at Krishi Bhavan/ Krishi Anusandhan Bhavan-I/II/ NASC Complex, New Delhi.
2. Director (DARE)/ US(Estt.) DARE.
3. Secretary, ASRB
4. Deputy Secretary(GAC), ICAR
5. ISO, DKMA for placing this O.M. on ICAR's website.

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

(contd....)

C. Man
f


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

-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)