



# सीएसआईआर-भारतीय विषविज्ञान अनुसंधान संस्थान CSIR-INDIAN INSTITUTE OF TOXICOLOGY RESEARCH



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् | COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
(विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार) | MINISTRY OF SCIENCE & TECHNOLOGY, GOVT. OF INDIA

सं०: A-33025/65/2024-R&A-IITR

दिनांक:- 12.07.2024

## कार्यालय आदेश /Office Order

यथानिदेश, सीएसआईआर, मुख्यालय के पत्र संख्या 5-1(239)/2014-PD दिनांक 10.07.2024 के अनुपालन में संस्थान के सभी कर्मचारियों को उपस्थिति के लिए आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली (AEBAS) के जानकारी, मार्गदर्शन और अनुपालन के संबंध में निर्देश संलग्न है।

In compliance with the CSIR, Headquarters letter No. 5-1(239)/2014-PD dated 10.07.2024 as directed, instructions regarding information, guidance and compliance of Aadhaar Enabled Biometric Attendance System (AEBAS) for attendance to all the employees of the Institute is enclosed.

अर्चना अग्रवाल  
12/07/2024

(अर्चना अग्रवाल)  
अनुभाग अधिकारी

### प्रतिलिपि:

1. प्रशासनिक अधिकारी के निजी सचिव:इंटरनेट पर अपलोड करने हेतु।
2. कार्यालय प्रति



सं : 5-1(239)/2014-PD

दिनांक: 10.07.2024

प्रेषक : संयुक्त सचिव (प्रशासन)

सेवा में : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान

**विषय : परिषद् के सभी कर्मचारियों की उपस्थिति के लिए आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली (AEBAS) के कार्यान्वयन के संबंध में निर्देश।**

**महोदय / महोदया,**

मुझे, उपरोक्त विषय पर भारत सरकार, कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग के दिनांक 15.06.2024 के कार्यालय ज्ञापन सं 11013/13/2023-Pers.Policy-A.III को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

2. आपसे यह भी अनुरोध है कि आप अपने प्रयोगशाला/संस्थान के सभी कर्मचारियों को कार्यालय समय, देरी से उपस्थिति आदि से संबंधित निर्देशों का पालन करने के लिए जागरूक करें और माह में एक बार सभी कर्मचारियों की उपस्थिति को मॉनीटर करें ताकि चूककर्ताओं की पहचान हो सके एवं उन पर उचित कार्रवाई की जा सके।

भवदीय,

Digitally signed by M ARUN  
MANIKANDA BHARATHI

अवर सचिव (नीति प्रभाग)

संलग्न : यथोपरि

प्रतिलिपि:

- 1) सी.एस.आई.आर. वेबसाइट
- 2) कार्यालय प्रति

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)**

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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.

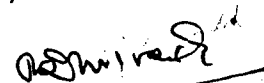
2. The matter of strict implementation of AEBAS has recently been reviewed and taking a serious note of the laxity in implementation of AEBAS, it is hereby reiterated that all MDOs will regularly monitor the attendance reports of their employees after downloading the same from the portal (**attendance.gov.in**).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

Tel. +91-11-23092158

Email: as-pers.policy-dopt@gov.in

To,

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



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



No. : 5-1(239)/2014-PD

दिनांक/Dated: 10.07.2024

**From :** Joint Secretary (Admn.)

**To :** The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

**Sub :** Instructions regarding implementation of Aadhaar Enabled Biometric Attendance System (AEBAS) for attendance of all Council employees - reg.

**Sir / Madam,**

I am directed to forward herewith the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training Office Memorandum No. 11013/13/2023-Pers.Policy-A.III dated 15.06.2024 on the above mentioned subject for your kind information, guidance and compliance.

2. You are also requested to sensitise all the employees of your Lab/Instt. to adhere to the instructions relating to office hours, late attendance, etc and also to monitor attendance of all the employees once in a month to identify the defaulters and take actions appropriately.

Yours faithfully,

Digitally signed by M ARUN  
MANIKANDA BHARATHI

Under Secretary (PD)

Encl. : As above

Copy to:

- 1) CSIR Website
- 2) Office copy.

F. No.11013/13/2023-Pers. Policy-A.III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
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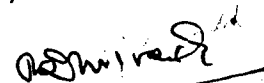
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