

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./2017/00/001/A-800

Date: 5 JAN 2017

OFFICE ORDER

In pursuance to Department of Personal & Training, Ministry of Personnel, Public Grievances & Pensions, Govt. of India Office Memorandum No.11013/9/2014-Estt.A-III dated 21st November, 2014 and 11013/9/2014-Estt.A-III dated 22nd June, 2015 regarding introduction of Aadhaar Enabled Bio-Metric Attendance System (AEBAS).

The Aadhaar Enabled Bio-Metric Attendance System has been introduced in the Institute and installed in the respective departments/sections. The manual attendance register shall also continue parallely till further order.

All employees are hereby instructed to mark their In & Out attendance in the Aadhaar Enabled Bio-Metric Attendance System deployed in the respective departments/sections by using last 8 digit of their respective Aadhaar Number.


Registrar

Copy to:

- 1) All employees – through email
- 2) Assistant Registrar (Administration)
- 3) Personal file of individual concern
- 4) PA to Director
- 5) PA to Registrar
- 6) Guard File- for record

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.

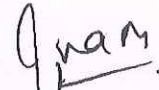
4. Biometric attendance system is only an enabling platform. There is no change in the instructions relating to office hours, late attendance etc. which will continue to apply. As per extant instructions, (contained in DoPT O.M. No: 28034/8/75- Estt-A dated 04-07-1975; No:28034/10/75-Estt-A dated 27-08-1975; 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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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)

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

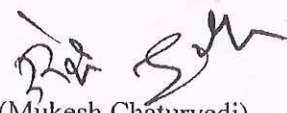
Subject: Observance of punctuality in Government Offices.

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)