



रक्षा लेखा नियंत्रक (सेना)
Controller of Defence Accounts (Army)
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No. AN/I/1023/Gen Corr

Date : 12.07.2023

Important Circular

To

All sections in main office
All Sub Offices in the organization
(Through e-mail)

Sub: Instruction regarding implementation of Aadhar Enabled Biometric Attendance System(AEBAS) for attendance of all Government employees, by various Ministry /Department /Organizations- regarding.

Ref : HQrs office letter No.AN-III/3012/Misc/BAS dated 27.06.2023.

With reference to above subject, in accordance with Ministry of Personnel, Public Grievances and Pensions Department of Personnel & Training OM No. 11013/13/2023-Pers. Policy-A-III dated 23.06.2023, the Competent Authority has been observed that Main office and Sub offices have not yet resumed the use of AEBAS for marking of attendance of their employees.

2. Taking a serious note of the inattentiveness /laxity on the part of Main office and Sub offices and employees (who are not marking attendance despite being register and active), it has been decided that: -

- (i) The Officer-in-charge in section of Main office and sub offices shall ensure that the employees posted there mark their attendance using AEBAS without fail .
- (ii) Immediate steps would be initiated by the Officer-in-charge in section of Main office and sub offices for registration of biometric data in AEBAS in respect of posted their employees.
- (iii) In respect of Divyang employees, the Officer-in-charge in section of Main office and sub offices will make appropriate arrangements for providing easily accessible machines at lower heights or at their desk and for capturing biometrics through Face Recognition Machines .
- (iv) The Officer-in-charge in section of Main office and sub offices ensure that the biometric machines remain functional all at times; and

(v) The competent authority shall periodically monitor the marking of attendance to ensure punctuality and sensitize their employees to adhere to the instruction relating to office hours, late attendance etc . Habitual late attendance and early leaving of office should be viewed seriously and essentially discouraged and action against the same may be initiated under the extant GOI Rules.

3. All the Officer-in-charge in Main office and sub offices are, therefore directed to adhere to the instruction contained in DoPT OM No. 11013/13/2023-Pers. Policy-A-III dated 23.06.2023 and also to bring this to the notice to all the concerned to proper implementation of AEBAS.

Copy to :-

- (i) OA Cell (Local) :- For uploading on Website.
- (ii) EDP Cell(Local) :- For taking necessary action in accordance with instruction mentioned at para 2 (iii) & iv.


DCDA(AN)

Sd/-
SAO(AN)