

No: 11013/9/2014- Estt (A-III)

Government of India

Ministry of Personnel, Public Grievances, &amp; Pensions

Department of Personnel &amp; Training

New Delhi, dated 21<sup>st</sup> 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 31<sup>st</sup> December 2014. In other places this may be installed by 26<sup>th</sup> 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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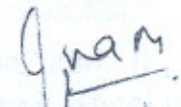
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servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.

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)

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.

CENTRAL REGISTRY, DELHI

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Diary No.

आर एस शर्मा  
सचिव  
R S Sharma  
Secretary



भारत सरकार  
संचार और सूचना प्रौद्योगिकी मंत्रालय  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी विभाग  
Government of India  
Ministry of Communications &  
Information Technology  
Department of Electronics &  
Information Technology (DeitY)

DO No. NIC/SSD/AEBAS/2014  
Date: November 10, 2014

**Sub: Bio-metric Attendance System – Guidelines for Phase 2 Roll Out**

Dear Chief Secretary/Administrator,

As part of "Digital India" program, the Department of Electronics and IT (DeitY), Government of India, along with NIC have implemented Biometric Attendance System (BAS) in Central Government Ministries/Departments in Delhi since October 1, 2014. The attendance portal can be seen at <https://attendance.gov.in>. The system provides separate website for each organization. It provides an accurate non-repudiable record of attendance and has a dashboard with Management Information System which allows senior management not only a bird's eye view of attendance in organization but also individual specific record of attendance as may be required. The implementation of system in Central Government in Delhi is seen to have had a significant positive impact on attendance of employees.

The system is hosted centrally in NIC cloud. It is highly scalable and therefore allows any other organization to use the application with ease and with no cost on application. The only cost which organizations need to incur relate to relatively inexpensive biometric devices and connectivity.

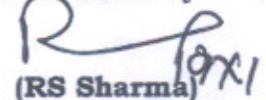
To further facilitate the onboarding of organizations on the system, the following procurement implementation options are available:

- Through NICS – using empanelled vendors for these devices.
- Through DGS&D – DGS&D is in process of empanelling vendors in this regard.
- Through agencies empanelled by UIDAI.

A detailed Onboarding Manual is enclosed for enabling implementation of this system in your Government/Government Organizations/District Administration. Interested organizations may please contact Shri Rajesh Gera, DDG, NIC (email: [rgera@nic.in](mailto:rgera@nic.in)) for this purpose.

With Regards,

Yours sincerely

  
(RS Sharma)

To

Chief Secretaries/Administrators of All States/UTs