

D-33013/1/2024-GENERAL ADMIN-MOWR  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD&GR  
(General Administration Wing)

\*\*\*\*\*

Room No. 19-B, Shram Shakti Bhawan  
New Delhi-110001  
Dated: - 19th June, 2024

**OFFICE MEMORANDUM**

**Subject: Implementation of Aadhar Enable Biometric Attendance System (AEBAS) for attendance of all Government employees of the Ministries/Departments/Organizations (MDOs).**

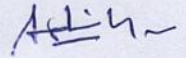
The undersigned is directed to forward herewith the DoPT O.M No.1013/13/2023-Pers. Policy-A.II dated 15.06.2024 which is self- explanatory in nature.

2. In this regard the undersigned is further directed to communicate that all the organizations of the Deptt of WR, RD and GR are requested to ensure that Bio-metric machines are adequately installed at the suitable places of the office premises and are fully operational/functional. Additionally, all employees are compulsorily expected to mark their attendance through these Biometric attendance machines without fail and the same must be monitored regularly at the organizational level.

3. The Organizations are also requested to provide a compliance report in this regard to General Admin Section (email: general- mowr@nic.in) of the DoWR, RD and GR positively by 21st of June 2024.

Encl. as above.

Yours faithfully,



(Ashish Kumar Sao)

Under Secretary to the Govt. of India  
Tel:- 011-23719816/E-mail:- usga-mowr@nic.in

**To,**  
Heads of all Organizations under D/o WR, RD & GR

**Copy to:**

All Wings/Divisions/Sections of DoWR, RD & GR (Any non-functionality of the biometric machine may be reported to GA section of the Department, Main Sectt).

**Copy for information to:-**

PPS to Secretary (WR, RD & GR)  
PPS to Additional Secretary (WR, RD & GR)  
PPS to JS (Admn., IC &GW), (WR, RD & GR)  
Sr. PPS to JS (RD,PP & GA) (WR, RD & GR)  
PPS to JS&FA, (WR, RD & GR)  
DS(G.A), D/o WR, RD & GR.

आशीष कुमार साव / ASHISH KUMAR SAO  
अवर सचिव / Under Secretary  
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग  
Deptt. of Water Resources, River Development  
and Ganga Rejuvenation  
जल शक्ति मंत्रालय / Ministry of Jal Shakti  
भारत सरकार / Govt. of India  
नई दिल्ली / New Delhi-110001