

A-50013/409/2021-ADMINISTRATION-MOWR

Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
(Administration Section)

\*\*\*

Shram Shakti Bhawan, Rafi Marg  
New Delhi, 23<sup>rd</sup> September, 2025

**CIRCULAR**

With reference to this Department's Circular No. A-50013/409/2021-Admn dated 30.04.2025 wherein instructions were issued to all officials of this Department regarding maintaining punctuality and monitoring of Attendance, it has been observed upon examination of attendance report that some of officers/officials of this Department have either not registered themselves on AEBAS or are not marking their attendance on AEBAS on daily basis. This matter is being viewed seriously and accordingly, the following instructions issued to all the officers/officials of this Department:

1. The officer/official not registered over AEBAS may register themselves for the Biometric Attendance System on <https://mowr.attendance.gov.in>.
2. All officers/officials are directed to mark their daily attendance using AEBAS without fail.
3. All controlling officers of this Department shall sensitize the officials under their supervision to adhere to the instructions relating to office hours, late attendance etc. The consolidated report from attendance portal may be reviewed on a regular basis and defaulters may be identified and reported to Administration for further necessary action.
4. Habitual late attendance and early leaving of office shall be viewed seriously and amount to 'misconduct' under the CCS (Conduct) Rules, 1964.
5. The data relating to punctuality and attendance of an officer shall be taken into account while considering an officer/official for important assignments, trainings, deputations and grant of honorarium etc.
6. The Officers/Officials on Official tour or leave shall also update their tour/leave details on attendance portal.
7. All officers/officials are requested to install AadharBAS app and AadharFaceRD on Mobile phone to mark attendance from their respective mobile phones. Any request regarding relaxation of attendance marking due to technical error in BAS Machines shall not be entertained.
8. Furthermore, GA Section is requested to ensure that all the BAS machines remain functional at all times on all the locations of this Department.



(Raju)

Under Secretary to the Govt. of India  
Tel. No. 23738126  
Email: [usadmn-mowr@nic.in](mailto:usadmn-mowr@nic.in)

To

- i. All Officials of DoWR RD & GR, Shram Shakti Bhawn, Rafi Marg, New Delhi
- ii. NIC Cell- For uploading on Intranet