

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

Shram Shakti Bhawan, Rafi Marg
New Delhi, 30th April, 2025

CIRCULAR

With reference to this Department's Circular No. A-50013/409/2021-Admn dated 18.06.2024 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 are either not registered themselves on AEBAS or 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.

Furthermore, all officers/officials are requested to apply their leaves on attendance portal as well as on e-HRMS portal.



(Raju)

Under Secretary to the Govt. of India
Tel. No. 23738126
Email: usadmn-mowr@nic.in

To

All Officials of DoWR RD & GR, Shram Shakti Bhawn, Rafi Marg, New Delhi