No. A-50013/6/2026-Administration
भारत सरकार
Government of India
जल शक्ति मंत्रालय
Ministry of Jal Shakti
जल संसाधन विभाग, नदी विकास एवं गंगा संरक्षण
Department of Water Resources, RD & GR
(प्रशासन अनुभाग/Administration Section)
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Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 27th November, 2026

CIRCULAR

Subject: Timely updation of e-HRMS Profiles and Regular Marking of Biometric Attendance on the AEBAS Portal - regarding.

Reference is invited to the instructions issued by this Department from time to time regarding the mandatory updating of employees profiles on the e-HRMS portal and the regular marking of biometric attendance on the AEBAS portal. During a recent periodic review of both portals, it has been observed that several officials of this Department are still not updating their e-HRMS profiles and not marking their attendance regularly on the AEBAS portal, despite repeated circulars and advisories.

2. This matter has been viewed seriously by the Competent Authority. Accordingly, all officials of this Department are once again directed to ensure strict compliance with the existing instructions in this matter by keeping their e-HRMS profiles up to date and marking their biometric attendance on the AEBAS portal regularly and on time.

Digitally signed by
SAKET SOURAV
Date: 27-11-2026
11:50:03

(Saket Sourav)
Under Secretary to the Government of India
भारत सरकार के अवर सचिव
Tel. No./ दूरभाष संख्या - 23738126
Email/ ईमेल: usadmn-mowr@nic.in

To

1. All Wing Heads / Division Heads
2. All Officers/Officials of the Department of Water Resources, RD & GR.
3. For uploading on Intranet through Intra- mowr.