

MOST IMMEDIATE
TIME BOUND

No.C-13015/5/2014-Admn
Government of India
Ministry of Water Resources, River Development &
Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 11th August, 2014

OFFICE MEMORANDUM

Subject: Biometric Attendance System – Preparatory steps to be taken by Departments

The undersigned is directed to say that the Competent Authority has decided to introduce Aadhaar Enabled Biometric Attendance System in the Ministry of Water Resources, River Development & Ganga Rejuvenation. Therefore, all officials including Consultants and Contract Employees are requested to kindly furnish the requisite information as per the enclosed proforma, latest by 20.8.2014, positively.

Encl: As above


(Narendia Singh)

Under Secretary to the Govt. of India

Tel. No. 23738126

To,

1. All Wings Heads in the Ministry of WR, RD & GR
2. All Divisional Heads in the Ministry of WR, RD & GR
3. All Sections/ Units/ Officers in the Ministry of WR, RD & GR
- ✓ 4. NIC Cell – for uploading on the circular page of the intranet.

Copy to:-

1. PS to Minister (WR, RD & GR)/ APS to MoS (WR, RD & GR)
2. Sr. PPS to Secretary (WR)/ PS to AS (WR)/ PS to JS (PP)/ PPS to JS & FA

PROFORMA FOR AADHAAR BASED BIOMETRIC ATTENDANCE SYSTEM

1. Employee Name :
2. Designation :
3. Organization Employee ID :
4. GPF Number :
5. DOB (dd-mm-yyyy) :
6. Communication Address :
7. Phone :
8. E-mail id :
9. Aadhaar Number :

Instructions

1. Kindly fill the form in capital letters.
2. Please provide a valid e-mail and mobile number for system alerts.
3. In case the official has not enrolled for Aadhar Number, the same may also be intimated.