

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 8th December, 2014

Subject: Aadhaar Enabled Biometric Attendance System (AEBAS)

The Aadhar based Biometric Attendance System has come into force in this Ministry w.e.f. 1.10.2014. In this connection, a copy of DoPT's instructions vide O.M. No. 1113/9/2014-Estt(A-III) dated 21.11.2014 is enclosed herewith for strict compliance.


2. It is stated here that each employee registered on the portal i.e. <http://mowr.attendance.gov.in> can login by giving attendance id and OTP which will be sent on his/ her mobile number and id. OTP will be valid for 24 hours.

3. Following features are available under employee login

- (a) Employee can update his data
- (b) Employee can see his/ her attendance register
- (c) Employee can set reminder for getting sms on not marking in/out attendance.
- (d) Employee can fill his leave details which would need to be approved by the nodal officer.
- (e) Employee can fill his tour details which need to be approved by the nodal officer.
- (f) Employee can submit his/ her feedback.

4. All the employees are requested to start using these features on the portal.

Encl: As above


(Narendra Singh)
Under Secretary to the Govt. of India
Tel. No. 23738126

To,

- 1. All Wing/ Divisional Heads of MoWR, RD & GR
- 2. All Sections/ Officers in MoWR, RD & GR
- 3. Notice Board/ NIC Cell

Copy to :-

- 1. PS to Minister (WR, RD & GR)/ Addl. PS to MoS (WR, RD & GR)
- 2. Sr. PPS to Secretary (WR, RD & GR)
- 3. PS to AS (WR, RD & GR)

No: 11013/9/2014- Estt (A-III)

Government of India

Ministry of Personnel, Public Grievances, & Pensions

Department of Personnel & Training

New Delhi, dated 21st November 2014.

OFFICE MEMORANDUM

Sub: Introduction of AADHAR Enabled Bio-metric Attendance System

It has been decided to use an AADHAR Enabled Bio-metric Attendance System (AEBAS) in all offices of the Central Government, including attached/ sub-ordinate Offices, in India. The system will be installed in the offices located in Delhi/ New Delhi by 31st December 2014. In other places this may be installed by 26th January 2015

2. The equipment will be procured by the Ministries/ Departments as per specifications of DeitY on DGS&D Rate Contract from authorized vendors. The expenditure will be met by the Ministries/ Departments concerned under their O.E. The manual system of attendance may be phased out accordingly.

3. The Department of Electronics and Information Technology (DeitY) will provide the technical guidance for installing the system. The equipment already procured by DeitY have a built in AMC of three years. The Ministries/ departments may ensure that the equipment being procured by them have similar provision.

4. Biometric attendance system is only an enabling platform. There is no change in the instructions relating to office hours, late attendance etc. which will continue to apply. As per extant instructions, (contained in DoPT O.M. No: 28034/8/75- Estt-A dated 04-07-1975; No:28034/10/75-Estt-A dated 27-08-1975; No: 28034/3/82 -Estt-A dated 05-03-1982) half-a-day's Casual Leave should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available). Disciplinary action may also be taken against government

(contd....)

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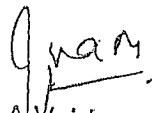
[Signature]

(160)
No: 11013/9/2014- Estt (A-III), dated 21-11-2014

-2-

servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.

5. These orders come into force with immediate effect.
6. All Ministries/ Departments are requested to bring this to the notice of all concerned.


(J.A. Vaidyanathan)
Director (Establishment)
Tel: 23093179

To:
All Ministries/ Departments (As per standard list)