

F. No. C-13015/4/2015-Admn.  
Ministry of Water Resources, RD & GR.  
Administration Section

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Dated: 29<sup>th</sup> December, 2015

OFFICE MEMORANDUM

**Subject:-** Implementation of AADHAAR Enabled Biometric Attendance System (AEBAS) in MoWR – reg.

In compliance with the Department of Personnel & Training's O.M. No. 11013/9/2014-Estt (A-III) dated 21<sup>st</sup> November 2014, Aadhar Enabled Biometric Attendance System (AEBAS) has been operationalized in the MoWR. To ensure the seamless operation of the AEBAS, the following rules are required to be scrupulously followed by all officers and officials of the Ministry:-

- (i) All Officers and Officials are required to mark their attendance upon their arrival at office and at the time of their departure from Office on the AEBAS machine.
- (ii) The Office timings are from 9.00 AM to 5.30 PM, with a 30 minute lunch break from 1.30 PM to 2.00 PM. These timings are to be scrupulously observed.
- (iii) Each officer/official has to put in the mandatory 40 hours of work time i.e. 8 hours a day during each of the 5 working days in a week. In case there is any holiday in a week, the total hours of work time for that particular week would be proportionately adjusted.

2. The Administration is making a concerted effort to resolve the systemic problems in close consultation with the official of NIC. However, the Officers/Officials of the Ministry are advised that in case of a temporary breakdown in these stand-alone biometric devices they should mark their attendance either in the desktop devices available in the Branches or else in the Attendance Register, which are available in their respective Sections/Branches

3. In view of the above mentioned technical issues, as well as to tide over problems such as transport bottlenecks, over-crowding, other factors beyond the control of the Officers/Officials, on account of which they may be constrained to reach the Office on time, it has been decided that a relaxation of 30 minutes would be permissible, whereby the attendance recorded between 9.00 a.m. and 09.30 a.m. would not be treated as a shortfall under the biometric attendance system provided the Officers/Official concerned compensated the delay by extra sitting to cover the shortfall, on the same day or on any other working day, within that particular week so as to record the minimum 40 hours of mandatory work hours in the week.

5. Normally all officers/officials are required to mark their attendance on the system available in the premises of place of their posting. Where an Officer/Official is required to attend any official meeting/important official engagement/ task outside the office premises in the morning, he may proceed directly from his home to the place of engagement and if the

official meeting/important official engagement/task is in the late afternoon/evening from which he/she is not likely to return to office on the same day to mark his/her entry exit time on the Biometric Attendance System. he/she would be required to seek prior approval in this regard from his/her controlling officer. If the place of engagement is covered by AEBAS, he/she may mark his attendance there with approval of Controlling Officer.

7. In exceptional cases like consultation with doctors in CGHS Dispensary/Hospitals etc., late coming in the morning/early departure in the afternoon up to two hours (maximum) will be allowed subject to the condition that prior approval of the immediate superior officer in this regard has been obtained in writing and the duration of late coming/early departure is compensated by devoting such extra hours of work so as to make good the shortfall and ensure that minimum 40 hours work schedule for the entire week is maintained.

8. (a) In the given context, it is reiterated that all Officers/Officials would require to put in work for a minimum mandatory period of 40 hours in a 5 working day week. In case of a public holiday within the week, the total required hours of work would be proportionately adjusted. In case these timings are not maintained, disciplinary action would be initiated against the erring official as deemed fit under the rules.

(b) As per extant instructions, (as contained in DoP&T O.M. No. 28034/8/75-Estt.- A dated 4.7.1975; No. 28034/10/75-Estt.- A dated 27.08.1975; No. 28034/3/82-Estt.- A dated 05.03.1982) half-a-day's Causal Leave should be debited for each day of late attendance.

(c) However late attendance up to an hour i.e. arrival up to 10.00 AM or departure after 04.30 PM, on not more than two occasions in a month for justifiable reasons may be condoned by the Competent Authority. In addition to debiting 1/2 day Casual Leave or one Earned Leave (when no CL is available), disciplinary action may also be taken against Government servants who are habitually late. Early leaving of the same duration is also to be treated in the same manner as late coming.


(d) Any Officer/Official availing of half-day Causal leave in the forenoon will make his/her arrival entry in the AEBAS by 1.30 PM on that day and the officer/official availing half-day casual leave in the afternoon session will make his/her departure entry in the AEBAS at 1.00 PM or later.

(e) The officer/official required to perform shift duties (CR staff/night duty staff) will be guided by the timings of their duties assigned. Concerned authority responsible for assigning the shift duties would require to ensure compliance of the minimum mandatory 40 hours duty on a five day working week.

9. It shall be the responsibility of the Section Officers/Controlling Officers concerned to ensure that the instructions as mentioned above are strictly followed by the officers/officials under their control. In case an officer/official does not comply with the aforementioned instructions, the Controlling Officers concerned may seek a report (with the approval of their Branch Heads) regarding the attendance status of the officer/official from NIC. The concerned Branch, then, may initiate action against the erring official under intimation to Administration Section.

10. Strict Disciplinary / Legal action shall be taken against any Officer/Official found to be tampering with the Biometric Attendance System.

11. This issues with the approval of Secretary (WR, RD & GR).

  
30/12/15

(Dr. Amita Prasad)  
Joint Secretary (Admn. & GW) & CVO

To,

1. All Officers/ Sections of MoWR,RD&GR.
2. NIC Cell- for uploading on Intranet.