

**MOST IMMEDIATE**

**No. C-13015/4/2015-Admn**

**Government of India**

**Ministry of Water Resources, River Development & Ganga Rejuvenation**

**Shram Shakti Bhawan, Rafi Marg,  
New Delhi dated 12<sup>th</sup> August, 2016**

**Subject: Punctuality and Monitoring of attendance on Biometric Attendance System (AEBAS) in MoWR, RD& GR-reg.**

Kind Attention of all officers/employees of the Ministry is invited to this Ministry's O.M of even number dated 29.12.2015 (available on MoWR website) wherein all officers/employees were directed to maintain strict punctuality in office and mark their attendances in the AEBAS both on arrival and departure times i.e. 9.00A.M and 5.30 P.M.

2. The need for maintenance of punctuality in office was also discussed in the 81st Weekly Review Meeting taken by the Hon'ble Minister (WR,RD&GR) on 03.08.2016 wherein the Hon'ble Minister emphasized importance of strict adherence to punctuality in office by everyone.

3. It is, therefore, hereby reiterated that it is 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 any officer/official fails to 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 and then may initiate action against the erring official under intimation to Administration Section.

4. Necessary disciplinary action will be initiated as per rules if any officer/official fails to maintain punctuality or mark attendance in the AEBAS.

  
(Khatchin Langel)  
Director (Admn)  
Tel:23714734

To

1. All Wing/Divisional Heads in MoWR, RD & GR
2. All Officers/Sections in MoWR, RD & GR
3. NIC Cell for uploading

Copy to:-

1. PPS to Secretary (WR, RD & GR)/PS to OSD (WR, RD & GR)
2. PPS to AS & MD(Admn & GW/NWM)/PPS to JS(PP)/PPS to JS& FA/Sr. PPS to JS & MD(NMCG)
3. PS to Hon'ble Minister(WR, RD & GR)
4. PSs to Hon'ble Ministers of State (WR, RD & GR)



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