

GOVERNMENT OF INDIA/भारत सरकार
MINISTRY OF RAILWAYS/रेल मंत्रालय
RAILWAY BOARD/रेलवे बोर्ड

No. E(G) 2023/LE 1-1

New Delhi, Dated: 27.06.2023

The General Managers
All Zonal Railways/PUs
CORE/Allahabad, DG/RDSO

Sub:- Implementation of Aadhar Enable Biometric Attendance System (AEBAS) for attendance of all employees of Indian Railways.

Ref: (i) This office letter of even no. dated 07.06.2023.

(ii) DoP&T's O.M. No.11013/13/2023-Pers. Policy-A.III Dated: 23.06.2023

Attention is invited to Board's letter of even no. dated 07.06.2023 advising all ZRs/PUs to ensure strict implementation of Aadhar Enabled Biometric Attendance System (AEBAS) for attendance of employees in all the offices of the Railways including PUs, attached and subordinate offices.

In this connection, DoP&T vide its OM dated 23.06.2023 (copy enclosed) has issued instructions regarding implementation of Aadhar Enabled Biometric Attendance System (AEBAS) for attendance of the Government employees and has directed to adhere to the instructions contained in Para 3 of the OM and also to bring this to the notice of all concerned for proper implementation of AEBAS.

In view of the above, all ZRs/PUs are directed to ensure that the AEBAS should be implemented in all the offices of Railways for attendance of all employees and a status report in this regard be furnished to Railway Board immediately thereafter.

Please acknowledge the receipt.

DA: As above.

(Deepak Peter Gabriel)
Principal Executive Director (IR)
Railway Board
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North Block, New Delhi
Dated 23rd June, 2023

OFFICE MEMORANDUM

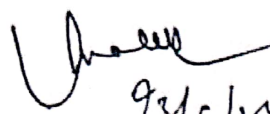
Subject: Instructions regarding implementation of Aadhar Enable Biometric Attendance System (AEBAS) for attendance of all Government employees, by various Ministries/Departments/Organizations

During a recent review of the implementation of AEBAS, it has been observed that a large number of Government employees posted across Ministries/Departments/Organizations of Government of India, despite being registered and active over AEBAS, are not marking their attendance using the System and, as such, are not adhering to the instructions contained in DOPT's OM No. 11013/9/2014-Estt(A-III) dated 21.11.2014 and 28.01.2015.

2. Marking of attendance over AEBAS had remained suspended for a large period of time, during the spread of COVID19. Vide its OM dated 31.01.2022, this Department instructed that biometric attendance shall remain suspended till 15th February, 2022 or till further orders, whichever is earlier, and consequently, marking of attendance through AEBAS automatically resumed since 16.02.2022. However, it has been observed that many Ministries/Departments/Organizations have not yet resumed the use of AEBAS for marking of attendance of their employees.

3. Taking a serious note of the inattentiveness/laxity on the part of Ministries/Departments/Organizations and the employees (who are not marking attendance despite being registered and active), it has been decided that:

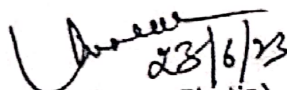
- i. Ministries/Departments/Organizations (MDOs) shall ensure that the employees posted there mark their attendance using AEBAS without fail;
- ii. Immediate steps would be initiated by the Ministries/Departments/Organizations for registration of biometric data in AEBAS in respect of their employees;
- iii. In respect of Divyang employees, Ministries/Departments/Organizations will make appropriate arrangements for providing easily accessible machines at lower heights or at their desks and for capturing biometrics through Face Recognition Machines;
- iv. MDOs shall also verify the information provided by the employees for AEBAS to ensure that the same is correct and updated;


23/6/23

24

- v. The concerned NIC Wings/Units shall provide information/attendance data including any discrepancy in Registered and Active Users to their Ministries/Departments concerned to ensure that employees mark their attendance on AEBAS.
- vi. Ministries/Departments shall ensure that the biometric machines remain functional at all times; and
- vii. HODs of the Ministries/Departments/Organizations shall periodically monitor the marking of attendance to ensure punctuality and sensitize their employees to adhere to the instructions relating to office hours, late attendance etc. Habitual late attendance and early leaving of office should be viewed seriously and essentially discouraged and action against the same may be initiated under the extant GOI rules.

4. All the Ministries/Department/Organizations are, therefore, directed to adhere to the instructions contained in Para 3 of this OM and also to bring this to the notice of all the concerned for proper implementation of AEBAS.


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