



**icmr**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH

**NIRBI**

NATIONAL INSTITUTE FOR  
RESEARCH IN BACTERIAL INFECTIONS

आई. सी. एम. आर. - राष्ट्रीय जीवाणु संक्रमण अनुसंधान संस्थान

ICMR - NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTIONS

Formerly, ICMR-National Institute of Cholera and Enteric Diseases (ICMR-NICED)

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

Department of Health Research, Ministry of Health & Family Welfare, Govt. of India

WHO COLLABORATING CENTRE FOR RESEARCH AND TRAINING ON DIARRHOEAL DISEASES

Ref: NIRBI/ADMN/Circular/2024-25/ **1102**

Date: 12.12.2024

**परिपत्र/CIRCULAR**

**विषय/Sub: Implementation of Aadhar Enable Biometric Attendance System for attendance of all Government employees - Observance of Punctuality in Attendance – reg.**

- संदर्भ/Ref: (1) DoPT Letter No. 11013/13/2023-Pers. Policy-A.III dated 15-6-2024  
(2) ICMR Letter No. E.16/68/2022-Admin/E-office/142748 dated 18-6-2024  
(3) ICMR Letter No. 16/39/2024-Admn./E-195756 dated 8-8-2024

Government of India vide ref (1) and ICMR vide ref (2 & 3) above, have forwarded the Office Memorandum regarding Implementation of Aadhar Enable Biometric Attendance System for attendance of all Government employees (including project and outsourced staff) by various Ministries /Departments/ Organizations. Accordingly,

1. All regular and project staff, official working hours are 9:30 AM to 6:00 PM (Monday to Friday)
2. Every staff at ICMR-NIRBI has to be in his/her allotted place of work by the prescribed office time on all working days, unless he/she has previously obtained special permission for late attendance.
3. To ensure punctuality of the officials of ICMR-NIRBI, the following instructions are reiterated for compliance:
  - a. Late coming must always be reported to the immediate Reporting Officer/Administration.
  - b. Attendance in the Biometric Attendance System (BAS) would be monitored on a regular basis by Administration and, names of habitual defaulters would be submitted to the Director-in-Charge/Director for appropriate action.
4. The officials and staff should obtain permission for early departure from their respective Principal Investigator (PIs) /Reporting Officer (RO).
5. PIs/RO shall be held responsible for late coming and early departure of the staff working under them.

Further details are provided in the order.

The above instructions may be noted by all concerned for compliance with immediate effect.

This issues with the approval of the Director-in-Charge.

  
(रमेशा एन एम /Ramesha N M)

वरिष्ठ प्रशासनिक अधिकारी/Sr. Administrative Officer

सेवा में /To:

1. सभी नोटिस बोर्ड /All Noticeboards
2. आईसीएमआर-एनआईआरबीआई, कोलकाता के सभी कर्मचारी /All staff of ICMR-NIRBI, Kolkata
3. श्रीमती सहेली सामंता को इसे वेबसाइट पर अपलोड करने के अनुरोध के साथ /Mrs. Saheli Samanta, with a request to upload the same in the website



पी-33, सी.आई.टी. रोड, स्किम - XM, बेलियाघाटा, कोलकाता - 700 010, पश्चिम बंगाल, भारत

P-33, C.I.T. Road, Scheme - XM, Beliaghata, Kolkata - 700 010, West Bengal, India



+91-33-2363 3373 (निदेशक/Director), +91-33-2370 1176, 5533 (प्रशासन/Administration)



www.niced.org.in

F. No.11013/13/2023-Pers. Policy-A.III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
\*\*\*\*\*

North Block, New Delhi  
Dated 15<sup>th</sup> June, 2024

**OFFICE MEMORANDUM**

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

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Instructions have been issued by this Department from time to time for observing punctuality by the Government employees. Responsibility for ensuring punctuality in respect of their employees rests with the concerned Ministry/ Department/ Organization (MDO). In this regard, instructions on implementation of Aadhar Enabled Biometric Attendance System (AEBAS) by Ministries/Departments/Organizations (MDOs) have also been issued from time to time. In its instructions issued by this Department vide OM of even number dated 23<sup>rd</sup> June, 2023, all the MDOs were, *inter alia*, advised to ensure strict implementation of AEBAS and periodically monitor the marking of attendance to ensure punctuality. However, it has been observed that despite clear instructions, several employees are not registering their attendance in Biometric Attendance System (BAS) and some of the employees have been coming late on a regular basis.

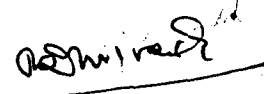
2. The matter of strict implementation of AEBAS has recently been reviewed and taking a serious note of the laxity in implementation of AEBAS, it is hereby reiterated that all MDOs will regularly monitor the attendance reports of their employees after downloading the same from the portal (**attendance.gov.in**). The MDOs will also ensure the following:

- a. All employees mark their attendance using AEBAS without fail. This will ensure that there will be no discrepancy between 'registered' and 'active' employee on AEBAS.
- b. In case any employee is not registered over AEBAS, immediate steps should be taken to register his/her biometric data on BAS portal; MDOs may also reconcile the data of registered employees on AEBAS with the employee data on other portals such as eHRMS portal/PFMS portal and the list of employees maintained by the Department.
- c. In respect of Divyaang employees, MDOs will make appropriate arrangements for providing convenient and easily accessible machines for capturing biometrics through suitable alternative modes.
- d. HODs of the MDOs shall sensitize their employees to adhere to the instructions relating to office hours, late attendance etc. They would download the consolidated report from the portal on a regular basis and identify the defaulters. Habitual late attendance and early leaving of office should be viewed seriously and be essentially discouraged. Strict action against the defaulters may be initiated under the extant GOI rules.
- e. MDOs shall ensure that the biometric machines remain functional at all times.

3. Besides above, it may be noted that UIDAI has now rolled out face-based authentication applications using **Android/iOS based phones**. The face Authentication offers robust features like faster authentication, live location detection, geo-tagging, etc. The Nodal Officer of respective MDO shall configure personal mobile policy in attendance portal for the employees of their Organizations and get the geo-coordinates fed into the entry locations of the office. The minimum OS requirements for smart phones would be OS 9.0 or above for Android smartphones and OS 14.0 or above for iOS smartphones. NIC officers and staff of the respective MDOs will facilitate registration of their Departmental employees on such iOS/android applications.

4. It may kindly be noted that BAS is only an enabling platform and there is no change in the punctuality instructions relating to Office Hours, late attendance etc. which will continue to apply. As per extant instructions contained in DOPT OM No. 28034/8/75-Estt(A) dated 04.07.1975; DOPT OM No. 28034/10/75-Estt(A) dated 27.08.1975 and DOPT OM No. 28034/3/82-Ests(A) dated 05.03.1982, half-a-day's Casual Leave (CL) 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 initiated against Government servants coming to office habitually late as it amounts to 'misconduct' under the CCS(Conduct) Rules, 1964. Early leaving is also to be treated in the same manner as late coming. The data relating to punctuality and attendance of an employee should also be taken into account, while considering him/her for important assignments, trainings, deputations and transfers/postings.

5. Secretaries of the Ministries/Departments etc. are, therefore, requested to kindly bring the contents of these instructions to the notice of their employees and put in place a robust monitoring mechanism to ensure complete compliance by the employees and initiate suitable action against the defaulting employees.



**(Manoj Kumar Dwivedi)**

Additional Secretary to the Government of India

Tel. +91-11-23092158

Email: as-pers.policy-dopt@gov.in

To,

All Secretaries of Ministries/Departments (As per standard list)

टेली.बी.एक्स./PABX : 26588980, 26588707, 26589336, 26589745  
26589873, 26589414  
फैक्स /FAX : 011-26588662, 011-26589791, 011-26589258

ग्राम / GRAM : SCIENTIFIC  
Website : www.icmr.nic.in  
E-mail : icmrhqds@sansad.nic.in



भारतीय आयुर्विज्ञान अनुसंधान परिषद  
**INDIAN COUNCIL OF MEDICAL RESEARCH**

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)

बी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)  
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

क्रमांक.E16/68/2022-Admn./E.Office142748

दिनांक:18/06/2024

सेवा में,

निदेशक/प्रभारी निदेशक

परिषद के सभी संस्थान/केन्द्र

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

महोदय/महोदया,

अधोहस्ताक्षरी को उपर्युक्त विषय पर अपर सचिव, कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग, नई दिल्ली के दिनांक 15.06.2024 के कार्यालय ज्ञापन संख्या 11013/13/2023-Pers.Policy-A.III की प्रति सूचना एवं अनुपालन हेतु अग्रेषित करने का निदेश हुआ है।

Signed by

Jagdish Rajesh

Date: 19-06-2024 21:00:06

भवदीय,

जगदीश राजेश

सहायक महानिदेशक (प्रशासन)

अनुलग्नक:यथोक्त

प्रतिलिपि:

1. महानिदेशक/अपर महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव
2. परिषद के सभी प्रभाग प्रमुख
3. उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)
4. प्रमुख बीएमआई - आईसीएमआर की वेबसाइट पर अपलोड करने के अनुरोध के साथ।



Sc(Adm)  
18/6/2024

F. No.11013/13/2023-Pers. Policy-A.III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
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North Block, New Delhi  
Dated 15<sup>th</sup> June, 2024

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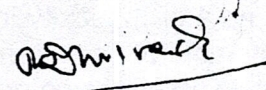
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**(Manoj Kumar Dwivedi)**

Additional Secretary to the Government of India

Tel. +91-11-23092158

Email: as-pers.policy-dopt@gov.in

To,

All Secretaries of Ministries/Departments (As per standard list)



पी.ए.बी.एक्स. /PABX : 26588980, 26588707, 26589336, 26589745  
26589873, 26589414  
फैक्स /FAX : 011-26588662, 011-26589791, 011-26589258

तार / GRAM : SCIENTIFIC  
Website : [www.icmr.nic.in](http://www.icmr.nic.in)  
E-mail : [icmrhqds@sansad.nic.in](mailto:icmrhqds@sansad.nic.in)



भारतीय आयुर्विज्ञान अनुसंधान परिषद  
**INDIAN COUNCIL OF MEDICAL RESEARCH**

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)  
वी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029  
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)  
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

**No. 16/39/2024-Admn./e- 195756**

**Dated: - 08/08/2024**

**Office Memorandum**

In continuation to letter of even number dated 02-07-2024, as all regular, project (non-institutional), and outsourced staff have been taken on board in the Aadhar Enabled Biometric Attendance System (AEBAS), it is to inform that henceforth the emoluments bills of project staff will be verified based on their attendance records generated through the AEBAS.

This issues with the approval of the Competent Authority.

Signed by

Jagdish Rajesh

Date: 12-08-2024 10:03:36

Jagdish Rajesh  
Assistant Director General (Administration)

**Distribution:**

1. PS to DG/Addl. DG/ Sr. DDG(A)/Sr. FA
2. Heads of all Divisions, ICMR HQ
3. DDG(A)/ADG(A)/ADG(F)
4. Sh. Neeraj Kumar , Sci- C
5. Dr. M.S. Chalga, Sci- D, ICMR HQ - to upload in ICMR website
6. All employees of ICMR HQ