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NIRBI
NATIONAL INSTITUTE FOR
RESEARCH IN BACTERIAL INFECTIONS

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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

No. NIRBI/Admn/Circular/2025-26

Date: 17/04/2025

परिपत्र/Circular

विषय /Subject: Daily Attendance Procedure – Mandatory Compliance

All employees of ICMR-NIRBI, Kolkata are hereby informed that daily attendance must be marked as per the following procedure, in the order of priority and requested to follow this procedure carefully and consistently.

Step 1: Attendance via Mobile App (AadhaarBAS)

- All employees must mark **IN** and **OUT** attendance using the official mobile app **AadhaarBAS** at the start and end of working hours.
- Ensure **mobile data**, **location access (GPS)**, and all necessary **app permissions** are enabled for accurate recording.
- Employees are responsible for installing and using the app on their personal devices.
- For any assistance related to app installation or usage, please contact the **IT Support Team**.
- If the app fails due to technical issues, proceed to **Step-2**.

Step 2: Attendance via Biometric/Device

- Employees unable to mark attendance via the mobile app must immediately use any available **Biometric Attendance Device** on the office premises.
- If the device is unresponsive or inaccessible, proceed to **Step-3**.

Step 3: Fall back Mechanism – WhatsApp Group Submission

If both the mobile app and biometric device fails, the employees must:

1. Take a **screenshot of the mobile app** clearly showing the error message and time.
2. Take a **photo of the biometric device** showing the issue.
3. Send both images to the **official Employee Attendance Whatsapp Group** along with the **employee name** and **IN/OUT status** in the following format.

Format:

Name – IN/OUT

Example:

Rajesh Kumar – IN

Sujoy Das – OUT

Important Notes:

- Repeated use of fall-back methods without valid technical reasons will be reviewed and may not be accepted.



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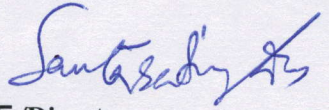
- **IT support team/Admin team must be informed immediately** in case of persistent issues with the app or device.
- All attendance records will be **consolidated monthly** by the concerned authority.

Compliance:

Failure to comply with the above procedure **may result in the day being marked as late/absent**, unless justified with valid documentation and supervisor approval.

For any queries or clarifications, please contact **IT Support Team**.

Your co-operation in following the above process is greatly appreciated.


निदेशक /Director

सेवा में/To

आईसीएमआर-एनआईआरबीआई, कोलकाता के सभी कर्मचारी /All staff of ICMR-NIRBI, Kolkata

प्रतिलिपि/Copy To:

1. सभी नोटिस बोर्ड /All Noticeboards
2. निदेशक कार्यालय /Director's Office
3. स्थापना अनुभाग /Establishment Section
4. सूचना प्रौद्योगिकी सहायता टीम / IT Support Team
5. श्रीमती सहेली सामंता को इसे आईसीएमआर-एनआईआरबीआई वेबसाइट पर अपलोड करने के अनुरोध के साथ/Mrs. Saheli Samanta with a request to upload the same in ICMR-NIRBI website.