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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

No: NIRBI/Admn/Circular/AEBAS/2025-26/

Date: 10.07.2025

परिपत्र/ CIRCULAR

विषय /Sub: Feeding of tour and leave details in Aadhar Enable Biometric Attendance System at ICMR-NIRBI, Kolkata.

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-office142748 dated 18-6-2024.
(3) ICMR OM No. 16/39/2024-Admn./e-195756 dated 01.08.2024.
(4) NIRBI/ADMN/Circular/2024-25/1498 dated 25.03.2025.
(5) NIRBI/ADMN/Circular/2024-25/1102 dated 12-12-2024.

In continuation of ICMR OM no. Ref(3) and circular vide Ref (4) above, it was observed by the Competent Authority that the officers and employees working in ICMR-NIRBI are not feeding tour and leave details in AEBAS portal through their individual account.

In view of the above, it has been decided by competent authority during the recent weekly review meeting held with Administration on 4th July, 2025 that, to maintain the accountability of every working day of employees, initially all Group-A officers are required to invariably feed their leaves/tour/duty leave details in AEBAS portal. The tour and leave details would have to be approved by their Nodal Officer/Reporting officer for proper reflection in the AEBAS database.

It is also pertinent to mention that leave and tour should be mandatorily applied both in e-Leave and AEBAS portal.

This issues with the approval of the Director.

(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 वैज्ञानिक/ All scientists of ICMR-NIRBI, Kolkata.
3. आईसीएमआर-एनआईआरबीआई के सभी ग्रुप-‘ए’ तकनीकी और प्रशासनिक कर्मचारी/ All Group-A Technical and Administrative staff of ICMR-NIRBI.
4. 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



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