

**Pr. Controller of Defence Accounts (Border Roads)**

**Seema Sadak Bhawan, Ring Road**

**Naraina, Delhi Cantt. - 110010**

**Ph. No. 011-25690978**

**Email:cda-br@nic.in**

**Fax No. 011-25690984**

**No.EDP/601/BAS/2015-16**

**Dated: /09/2015**

**To**

**The CDA (BR) Guwahati**

**The JCDA (BR) Chandigarh**

**Subject: Implementation of AADHAR Enabled Bio-metric Attendance System in respect of AO(P)/AO(TF).**

As per Directives of Govt. of India and in terms of O.M. No. 11013/9/2014-Estt.(A-III) dated 21/11/2014 issued by Ministry of Personnel, Public Grievances & Pensions (DoPT), Govt. of India, New Delhi on the subject cited above(Copy enclosed), it has been decided to introduce AADHAR Enabled Bio-Metric Attendance System in all AO (P)/AO (TF) under the PCDA(BR) Organization. The HQrs. Office has also included the same as a prime objective in the personal targets assigned to PCDA(BR) for the year 2015-16.

Therefore, it is requested to instruct all offices under your administrative control to explore the feasibility of implementing the same and intimate the outcome in this regard to this office for appraisal of Competent Authority latest by 30/09/2015.

The sub-offices under your jurisdiction may be directed to send their reply directly to Main Office under intimation to your office.

**Encl: As Stated**



**(Ravi Kiran)**  
**Asstt. Controller**

No: 11013/9/2014- Estt (A-III)  
Government of India  
Ministry of Personnel, Public Grievances, & Pensions  
Department of Personnel & Training

New Delhi, dated 21<sup>st</sup> November 2014.

**OFFICE MEMORANDUM**

**Sub: Introduction of AADHAR Enabled Bio-metric Attendance System**

It has been decided to use an AADHAR Enabled Bio-metric Attendance System (AEBAS) in all offices of the Central Government, including attached/ sub-ordinate Offices, in India. The system will be installed in the offices located in Delhi/ New Delhi by 31<sup>st</sup> December 2014. In other places this may be installed by 26<sup>th</sup> January 2015

2. The equipment will be procured by the Ministries/ Departments as per specifications of DeltY on DGS&D Rate Contract from authorized vendors. The expenditure will be met by the Ministries/ Departments concerned under their O.E. The manual system of attendance may be phased out accordingly.
3. The Department of Electronics and Information Technology (DeltY) will provide the technical guidance for installing the system. The equipment already procured by DeltY have a built in AMC of three years. The Ministries/ departments may ensure that the equipment being procured by them have similar provision.
4. Biometric attendance system is only an enabling platform. There is no change in the instructions relating to office hours, late attendance etc. which will continue to apply. As per extant instructions, (contained in DoPT O.M. No: 28034/8/75- Estt-A dated 04-07-1975; No:28034/10/75-Estt-A dated 27-08-1975; No: 28034/3/82 -Estt-A dated 05-03-1982) half-a-day's Casual Leave 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 taken against government

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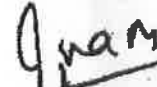
No: 11013/9/2014- Estt (A-III), dated 21-11-2014

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servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.

5. These orders come into force with immediate effect.

6. All Ministries/ Departments are requested to bring this to the notice of all concerned.



(J.A. Vaidyanathan)  
Director (Establishment)  
Tel: 23093179

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

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