

Government of India
Ministry of Micro, Small & Medium Enterprises
Office of the Development Commissioner (MSME)
Administration Section (P&T)

Nirman Bhawan, New Delhi

Dated: 21st July, 2025

OFFICE MEMORANDUM

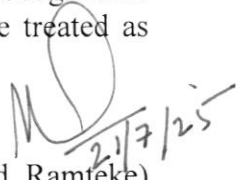
Subject: Compliance with Instructions regarding Punctuality and Biometric Attendance through Aadhaar Enabled Biometric Attendance System (AEBAS) – Reg.

As per DoPT instructions dated 23.06.2023 and 15.06.2024 (copy enclosed) it is mandatory to use AEBAS in all Central Government and its subordinate offices throughout the country.

2. All the Divisional Heads including HoOs of Field Offices under O/o DC MSME are hereby directed to immediately ensure that all employees under their control shall registered and mark their attendance through AEBAS by **9.00 AM and after 5:30 PM** regularly. Failure on the part of any employee for timely marking AEBAS would render her/him to action as per extant instructions contained in above office memorandums i.e. *“half-a-day's Casual Leave (CL) shall be debited for each day of late attendance 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 shall also be treated in the same manner as late coming”*.

3. AEBAS shall also be mandatory for all the contractual and outsourced manpower under O/o DC MSME. The Divisional Heads & HoO of Field Offices are hereby directed to ensure the same in order to utilize these Human Resources in optimum and efficient manner thus preventing wastage of public money.

4. Employees who are yet to register themselves on AEBAS, are directed to get registered immediately through concerned Administration Section, failing which they shall be treated as absent on duty.


(Dr. Milind Ramteke)
Joint Secretary

To:

1. All HoOs, MSME-DFOs/TCs/TSs;
2. All officers/officials at O/o DC(MSME);
3. Notice Board;
4. Guard file.

Copy to:

1. PPS of AS&DC(MSME) for kind information;
2. PS/PA to ADC(SK)/DDG(AB)/ADC(AL)/ADC(RKR).

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 23rd June, 2023

OFFICE MEMORANDUM

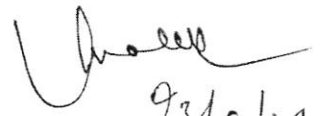
Subject: Instructions regarding implementation of Aadhar Enable Biometric Attendance System (AEBAS) for attendance of all Government employees, by various Ministries/Departments/Organizations

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.

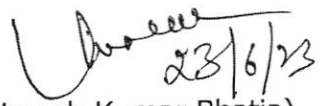
3. Taking a serious note of the inattentiveness/laxity on the part of Ministries/Departments/Organizations and the employees (who are not marking attendance despite being registered and active), it has been decided that:

- 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;


9.7.1.1

- 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.


(Umesh Kumar Bhatia)
Director
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To,
All Ministries/Departments (As per standard list)

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 15th 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)

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 23rd 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.

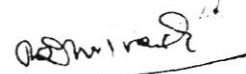
2. The matter of strict implementation of AEBAS has recently been reviewed and taking a serious note of the laxity in implementation of AEBAS, it is hereby reiterated that all MDOs will regularly monitor the attendance reports of their employees after downloading the same from the portal (**attendance.gov.in**).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



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To,

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