



भारतीय लेखापरीक्षा एवं लेखा विभाग
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), पंजाब
Indian Audit & Accounts Department
Office of the Principal Accountant General (Audit), Punjab
Plot No. 21, Sector 17-E, Chandigarh – 160 017

O.O No. Admn-I/ A/ I/1079780/2025

07-08-2025

The AADHAR Enabled Biometric Attendance System (AEBAS) for all staff members has been implemented in this office w.e.f. 31-07-2025.

Therefore, all employees are directed to mark their attendance on AEBAS application using their personal smart phones till installation of biometric devices. The system is aimed at ensuring timely attendance and improving overall discipline and efficiency in the workplace. Non-compliance or habitual late coming may attract disciplinary action as per the rules in force.

Instructions for field staff will be provided in due course of time. However, the field staff visiting Office are required to mark their attendance through the AEBAS application.

The detailed procedure to be followed for reporting of biometric attendance and other related instructions is outlined in the Annexure. The biometric attendance report w.e.f. the month of August 2025 onwards will be sent to all Wings/Sections/Secretariats by EDP for taking necessary action. All the wings/Sections/Secretariats will continue to send absentee report after taking the report sent by EDP into consideration.

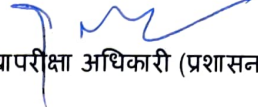
This issues with the approval of the Pr. Accountant General.

PUSHPENDRA GEHLOT
Deputy Accountant General (Admn)

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु ई-मेल(e-mail) द्वारा प्रेषित की जाती है:

1. श्री समीर मेहता, विशेष कार्य अधिकारी
2. प्रधान महालेखाकार महोदया के सचिव।
3. सभी समूह अधिकारियों को उनके सचिवालय द्वारा एवं कल्याण अधिकारी।
4. उप-महालेखाकार (प्रशासन) के निजी सहायक/गोपनीय सहायक।
5. व०ले०प०अ० (मुख्यालय/सभी लेखापरीक्षा प्रबंधन समूह), व०ले०प०अ० (अन्य सभी अनुभाग) को, उनके अनुभाग में तैनात अधिकारियों/कर्मचारियों को सूचित करने हेतु।
6. व०ले०प०अ० (IT Audit) to upload office order on official website of this office

7. कार्यालय आदेश फाईल।


वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन-I)

Annexure

Sr. No.	Event	Action
1.	Exemption in late arrival timing	The office timing is from 9 AM to 5.30 PM, however, employees may be exempted to mark their attendance in the morning by 9:10 AM, with 10 minutes grace period.
2.	Condonation on late arrival	As per DOPT Circular dated: 15th June 2024 and HQ Office Circular No. 891 Staff (App)-I/09-2025 Vol.I dated: 24.04.2025, half day Casual Leave (CL) should be debited for each day of late attendance, but late attendance upto an hour i.e. till 10 AM, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. The consolidated attendance report may be submitted to the respective Head of the Wing for taking necessary action.
3.	Early leaving from office	If in case, employee leaves office early, this may also be treated in the same manner as late coming and half day Casual Leave (CL) should be debited for each day of early leaving.
4.	Strict Compliance of Office Timings	As per HQ office Circular No. 891 Staff (App)-I/09-2025 Vol. I dated: 24.04.2025, 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. 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.	Generation and circulation of attendance report	Wing/Section wise AEBAS attendance report will be generated by the nodal officer (SAO/EDP) on fortnightly basis for further transmission to the concerned Wing/Section for taking suitable necessary action on the report of absence, non-marking of attendance, late coming, early departure of the employees.
6.	Non-marking of attendance	In case of failure to mark attendance AEBAS due to any reason, the employee concerned shall promptly notify his reporting officer to take necessary corrective action. However, failure to mark biometric attendance for more than 2 times in a month must bring into the knowledge of Group Officer.
7.	Intimation of any change in biometric credentials	In order to maintain accurate biometric records, all employees are required to inform immediately to Sr. AO (IT Audit) about any change in their section, designation, office building, or any other biometric attendance related credentials.
8.	Continuation of physical attendance register	Although biometric attendance is implemented, all sections are required to maintain physical attendance registers as a supplementary record for administrative purposes such as marking attendance in case of failure of marking attendance through AEBAS, marking remarks of late coming information, approved leaves, any unauthorized absence etc.
9.	Absentee	Monthly Absentee statement mentioning reasons of absence of

	Statement	the respective employee shall continue to be sent by the sections/wings to the O.E-I for further necessary action.
--	-----------	--

PUSHPENDRA GEHLOT
Deputy Accountant General (Admn.)