

महलेखाकार (लेखापरीक्षा-I) का कार्यालय
केरल, तिरुवनंतपुरम - 695 001



OFFICE OF THE
ACCOUNTANT GENERAL (AUDIT-I)
KERALA, THIRUVANANTHAPURAM - 695 001

No.Au/Admn V/AEBAS/2025-26

Dated: 31.07.2025

Circular No. 40

Sub: Implementation AADHAAR Enabled Biometric Attendance System
(AEBAS).

In continuation of previous instructions regarding the implementation of AADHAAR Enabled Biometric Attendance System (AEBAS) in this office, it is directed that all Officers/Officials excluding field party members should mark their attendance through their mobile phones using Aadhaar BAS app w.e.f 01.08.2025 on a trial basis till the Biometric devices are installed in the office or any further instructions are issued in this regard. Failure to mark the biometric attendance, in any case, has to be intimated immediately to the reporting officer. Physical attendance registers shall also be maintained in the sections simultaneously for the time being.

As the system aims ensuring timely attendance and improving overall discipline and efficiency in the workplace, all Officers/Officials are directed to maintain punctuality in attendance following the instructions as detailed:

- a. The Office timings are from 9.00 a.m. to 5.30 p.m. However, in accordance with the extant provisions, employees are granted a grace time up to 10 minutes in the morning i.e up to 9.10 a.m for marking the attendance.
- b. As per the DoPT instructions issued in this regard, half day casual leave has to be deducted for each day of late attendance, but late attendance up to an hour i.e up to 10 a.m on not more than two occasions in a month, and for justifiable reasons shall be condoned by the Competent Authority.
- c. Early leaving is also treated in the same manner as late coming subject to the condition that condonation of early leaving & late coming in total should not be more than 2 times in a month.

- d. Non-compliance or habitual late coming/early leaving shall attract disciplinary action under the provisions of CCS(Conduct) Rules, 1964.
General dated 31.07.2025)

(Vide orders of Accountant

Sr. Audit

Officer/Admn.

Copy to:

1. All Group officers (Audit I)
2. All Branch Officers (Audit I)
3. All Sections
4. All Branch Offices
5. Circular Book
6. Notice Board