



No. Au II/Admn/AEBAS/IV14-35/2026-27

Date: 04-09-2026

Circular No. 30

Sub: Strict Compliance with instructions regarding attendance and office timings - reg.

It has come to the notice of the competent authority that there have been instances of non-compliance by officials in marking their attendance through AADHAR Enabled Biometric Attendance System (AEBAS), in accordance with the instructions issued earlier regarding the implementation of AEBAS, vide Circular No. 8 dated 01.05.2026. Accordingly, it is reiterated that all officials shall mandatorily mark their attendance in AEBAS with immediate effect and any non-compliance in this regard will be viewed seriously. Officials can either mark their attendance through the Aadhaar BAS mobile application or using biometric devices installed in the office building. In respect of O/o AG(Audit II) the devices are installed at Ground and third floor of Audit Bhavan building, third floor of DC Building and at RAO/TA and RAO/ECA.

As the system is intended to ensure 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 per Chapter II of the Manual of General Procedures and respective DOPT Guidelines as detailed:

The Office timings are from 9.00 a.m. to 5.30 p.m. As per the DoPT instructions issued in this regard, half a day's Casual Leave (CL) shall be debited for each occasion 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 may be condoned by the Competent Authority. Early departure shall be treated in the same manner as late attendance subject to the condition that the total number of occasions of condonation for late attendance and early departure shall not exceed two in a month. Non-Compliance or habitual late coming/early leaving will attract disciplinary action under the provisions of CCS (Conduct) Rules, 1964.

It is also reiterated that as per Para 2.02 of the Manual of General Procedures only 30 minutes is permitted for the lunch interval, which falls between 1:00 PM and 2:00 PM. Officials may avail themselves of either the 1:00 PM to 1:30 PM slot or the 1:30 PM to 2:00 PM slot. The officials are hereby strictly directed to adhere to the stipulated time limit.

Further, permission of the Reporting Officer need not be taken for absence from the seat not exceeding 10 minutes provided the movements are either for personal requirements or for office work such as going to other sections etc. In case, the absence is likely to exceed 10 minutes or if any member of the staff wants to go out of the office premises, permission of the Reporting Officer should invariably be taken.

The concerned Senior Audit Officer shall ensure that the above instructions are complied with by the AAOs and staff in their respective sections.

All concerned officials are hereby directed to strictly comply with the above instructions. Any non-compliance will be viewed seriously.

(This is issued vide the orders of Sr. DAG (Admn))



Senior Audit Officer (Admin)

To

1. All Group Officers (Audit II)
2. All Branch Officers (Audit II)
3. All Sections (Audit II)
4. Branch Office, Thrissur
5. Circular Book
6. Notice Board