

सं.प्र.म.ले.(ले.प.-II)/AEBAS/कार्यालय आदेश/ 30

दिनांक: 28.07.2025

परिपत्र

विषय: आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली (AEBAS)

भारत के नियंत्रक एवं महालेखापरीक्षक कार्यालय द्वारा दिनांक 24.04.2025 के आदेश के माध्यम से सभी क्षेत्रीय कार्यालयों में आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली (AEBAS) लागू करने का निर्देश दिया गया है।

सभी अधिकारियों/कर्मचारियों को निर्देशित किया जाता है कि वे दिनांक 30.07.2025 से अनिवार्य रूप से AEBAS प्रणाली का उपयोग करते हुए अपने व्यक्तिगत स्मार्टफोन के माध्यम से उपस्थिति अंकित करें। इस प्रणाली का उद्देश्य समय पर उपस्थिति सुनिश्चित करना एवं कार्यालय में समग्र अनुशासन एवं कार्यकुशलता में सुधार करना है। नियमों का पालन न करने या लगातार देर से आने की स्थिति में लागू नियमों के अनुसार अनुशासनात्मक कार्रवाई की जाएगी।

कृपया ध्यान दें कि AEBAS केवल एक सहायक मंच है और कार्यालय आदेश दिनांक 08.07.2025 द्वारा जारी कार्यालय समय, देर से उपस्थिति आदि से संबंधित समय पालन के निर्देशों में कोई परिवर्तन नहीं किया गया है, ये निर्देश यथावत लागू रहेंगे।

AEBAS पर उपस्थिति दर्ज करने, बायोमेट्रिक उपस्थिति की रिपोर्टिंग तथा अन्य संबंधित निर्देशों की विस्तृत प्रक्रिया परिशिष्ट में दी गई है।

यह आदेश सक्षम प्राधिकारी की स्वीकृति से जारी किया गया है।

CIRCULAR

Subject: AADHAR enabled biometric attendance system (AEBAS)

CAG Headquarters vide order dated 24.04.2025 has directed for implementation of the AADHAR enabled biometric attendance system (AEBAS) in all the field offices.

All officers/ officials are hereby directed to mark their attendance using personal smartphones from 30.07.25 using AEBAS without fail. This 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.

Please note that BAS is only an enabling platform and there is no change in the punctuality instructions relating to office hours, late attendance etc. issued vide office order dated 08.07.2025 which will continue to apply.

The detailed procedure to be followed for marking attendance on AEBAS and reporting of biometric attendance and other related instructions is outlined in the **Annexure**.

This issues with the approval of the competent authority.

— Sd —

Sr. Dy. Accountant General/Admin.

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :

- (1) सभी समूह अधिकारी
- (2) सचिव, प्रधान महालेखाकार
- (3) सभी शाखाओं के नियंत्रण के वरिष्ठ लेखापरीक्षा अधिकारी
- (4) सूचना पट्ट एवं कार्यालय की वेबसाइट

Digitally signed by
Tiwarei Arun Prakash Prem
Date: 28-07-2025
17:18:55

Sr. Audit Officer/AE-BAS Nodal

ANNEXURE

Event	Action
Exemption in late arrival timing	Office timing is from 9:30 AM to 6:00 PM. However, employees may be exempted to mark their attendance in the morning by 9:40 AM, with 10 minutes grace period.
Condonation on late arrival	As per DOPT Circular dated 15 June 2024 and admin. office order dated 08.07.2025 regarding punctuality, half day casual leave (CL) or earned leave (EL, if there is no CL left) will be debited for each day of late attendance. However, late attendance for a period up to one hour, if not more than twice in a month and is due to a justifiable reason may be condoned by the concerned group officer.
Early leaving from office	If in case, employee leaves office early, this may also be treated in the same manner as late coming.
Strict Compliance of Office Timings	As per admin. office order dated 08.07.2025 regarding punctuality, in addition to debiting CL (or EL, where 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.
Non-marking of attendance	In case of failure to mark biometric attendance due to any reason, the employee concerned shall promptly notify his reporting officer and nodal officer to take necessary corrective action. However, failure to mark biometric attendance for more than two (2) times in a month must be brought into the knowledge of head of the wing.
Intimation of any change in biometric credentials	In order to maintain accurate biometric records, all employees are required to update AEBAS himself/herself immediately about any change in their section, designation, office building, or any other biometric attendance related credentials. Any changes made will also to be informed to nodal officer through email.
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 remarks of late coming information, approved leaves, any unauthorized absence etc.
Absentee Statement	Monthly absentee statement mentioning reasons of absence of the respective employee shall continue to be sent by the sections/ wings to the personal claims (PC) section for further necessary action.
Updation of Tour and Leave records	All officers and officials are hereby directed to update their tour and leave details in AEBAS promptly and without exception
Reconciliation of AEBAS employee Data	Reconciliation of the data of registered employees on AEBAS with the employee data on other portals such as e-HRMS portal/ PFMS portal and the list of employees maintained by the admin section will be done fortnightly/monthly by PC/Admin Section. Any discrepancy may be intimated timely to the Nodal officer to take corrective action.
AEBAS Id Creation/Transfer upon Joining/Relieving from Office	When an employee joins the office, Admin section shall instruct such employee to get his AEBAS Id transferred to this office or registered in this office. If the employee is already registered in some other office on AEBAS, it is responsibility of the individual to get his/her id transferred to this office. In case of relieving of an employee from office, Admin section should intimate the AEBAS Nodal Officer to do the needful for that effect.


 28/07/23
Sr. Audit Officer/AE-BAS Nodal