



महानिदेशक, लेखापरीक्षा का कार्यालय (केन्द्रीय), कोलकाता  
OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA  
जि. आई. पी. बिल्डिंग, 8, किरण शंकर राय रोड, कोलकाता – 700001  
G. I. P. BUILDING, 8, KIRAN SANKAR ROY ROAD, KOLKATA – 700001



**Office Order (Admn. Series) No. 92**

**Date: 01.07.2026**

**(For all circulation)**

As per Headquarters' instructions dated 24.04.2025, all the employees of this office, *vide* Circular No: Admn./C/AEBAS/vol.I/550 dated 11.07.2025 and Office Order (Admn. Series) No. 51 dated 20.05.2026, were directed to mark their attendance on AEBAS Mobile Application or Biometric Devices installed in the office.

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

- All officers/officials of this office, both regular and those engaged through outsourcing agencies (including field audit staff - while present at Hqrs. or at place of duty, which is mapped on the AEBAS Portal), shall mandatorily mark their incoming and outgoing attendance through Mobile App in their personal smartphone or through the installed biometric devices at their place of duty.
- The office timing (for Main Office) is from 10 AM to 6.30 PM, however, employees may be exempted to mark their attendance in the morning by 10:10 AM, with 10 minutes grace period. However, no grace period is allowed in departure time.
- Employees availing Casual Leave for Half Day (for Forenoon) may mark their attendance on or before 2.30 PM. Similarly, employees availing Casual Leave for second half of the day (for Afternoon) must mark their attendance on or after 2.00 PM.
- Branch offices at ANI and Guwahati may change their office timing as per Office Procedure Manual of this office.
- The regular MTS who are performing duties of Chowkidar/ Gatekeeper shall mark biometric attendance on beginning and ending of their shift as per the approved roster. The Welfare Section shall monitor their attendance and duty timing.

- As per the OP Manual , half day casual leave has to be deducted for each day of late attendance (or leaving early). But late attendance up to an hour on not more than two occasions in a month, and for justifiable reasons, shall be condoned by the Competent Authority.
- All officers/officials must update their tour and leave details in AEBAS Potal as well as in Physical Attendance Register.
- Habitual late coming or non-adherence to the allowed limit will be viewed seriously and may invite disciplinary action under the CCS (Conduct) Rules, 1964.
- In case of failure to mark biometric attendance through device or mobile app, due to any technical glitch, the employee concerned shall promptly notify his reporting officer about the matter and will mark his attendance in Physical Register in presence of respective Controlling Officer.
- Physical Attendance Registers shall continue to be maintained as supplementary records and for recording approved leaves only.
- Monthly Attendance Report extracted by Nodal Officer from the AEBAS Portal will be sent to all sections within first week of next month to monitor and taking further necessary action
- When a new employee joins this office, he should register himself on the AEBAS Portal. In case of transfer of an employee from other office to this office, he shall be instructed to get his AEBAS ID transferred to this office.

All employees are instructed to adhere to the instructions relating to attendance, office hours, late attendance, etc. and all the Group Officers/ Sections should monitor on a regular basis and follow the instructions scrupulously.

This order will take effect from 6th July 2026.

This issues with the approval of the competent authority.

कारिक शम  
11/7/26  
उपनिदेशक (प्रशासन)