



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

मुख्यालय : जलमार्ग भवन, ए-13, सैक्टर-1, नौएडा-201 301, (उ० प्र०)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports, Shipping and Waterways, Govt. of India)

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No. IWAI-11014/10/2023-ADMN RECTT

Dated 24.06.2024

OFFICE ORDER

Sub: - Observation of punctuality in marking attendance through the Biometric Attendance System (BAS)– reg.

Ref. DoP&T Office Memorandum No. 11013/13/2023-Pers. Policy-A.III dated 15.06.2024

With reference to the DoP&T Office Memorandum dated 15.06.2024 (**attached**) on the captioned subject, and in continuation of IWAI Office Order No. IWAI-11014/10/2020-Admn. Rectt dated 28.02.2024, the Competent Authority has approved for circulation of directives of DoP&T OM vide dated 15.06.2024 regarding punctuality in marking attendance through the Biometric Attendance System (BAS) for strict adherence by all employees of IWAI, H.O., NOIDA: -

1. All the Officers/ Officials of IWAI, Head Office have to adhere to the office timings of 9:30 A.M. to 6:00 P.M. and be present everyday (on working days i.e. Monday to Friday) at Office by 09:30 A.M. without fail.
2. Half-a-day's Casual Leave (CL) or Earned Leave (EL) when no CL is available should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the Competent Authority.
3. Therefore, it is to inform to all Officers/ Officials of IWAI, Head Office, NOIDA are to apply their leave application positively before/ after availing leave (Causal Leave/ Earned Leave/ Half Pay Leave/ Tour etc.).
4. The reporting officers to ensure the submission of leave applications of officers / officials working under them well in time.
5. In absence of leave, salary will be deducted for absence period of each individual automatically in every month.

This issues with the approval of the Competent Authority.

Encl.: - As above.

(Neeraj Singh)

Assistant Secretary (Admn., Estt. & Vig.)

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Phone No. : 0120-2474050

To,

All Officers/ Officials, IWAI, NOIDA

Copy for kind information to: - (By Email)

- i. Chief Engineer-P.M (JMVP)/Hy. Chief / Dy. Secretary, (P&C)/ Chief Accounts Officer / Director (M) / Director (NER) / Director (Tr. & L) / Director (Tech.) / Director (RE) / Director (Hydro) / Deputy Director (Tech) / Assistant Secretary (L&H) / Assistant Secretary (P&C), IWAI, Noida.
- ii. IT Cell – to ensure the functionality of Biometric Machine
- iii. Hindi Cell – for Hindi version
- iv. Master Copy / Office Copy/ Notice Board

Copy to for kind information :- (By E-Mail)

PPS/PS/Sr.PA/PA to Chairman/ Vice-Chairman/ Member (Finance)/ Member (Traffic & Logistics) / Member (Technical) / Secretary, IWAI, Noida.

North Block, New Delhi
Dated 15th June, 2024

OFFICE MEMORANDUM

Subject: Instructions regarding implementation of Aadhar Enable Biometric Attendance System (AEBAS) for attendance of all Government employees, by various Ministries/Departments/Organizations (MDOs)

Instructions have been issued by this Department from time to time for observing punctuality by the Government employees. Responsibility for ensuring punctuality in respect of their employees rests with the concerned Ministry/ Department/ Organization (MDO). In this regard, instructions on implementation of Aadhar Enabled Biometric Attendance System (AEBAS) by Ministries/Departments/Organizations (MDOs) have also been issued from time to time. In its instructions issued by this Department vide OM of even number dated 23rd June, 2023, all the MDOs were, *inter alia*, advised to ensure strict implementation of AEBAS and periodically monitor the marking of attendance to ensure punctuality. However, it has been observed that despite clear instructions, several employees are not registering their attendance in Biometric Attendance System (BAS) and some of the employees have been coming late on a regular basis.

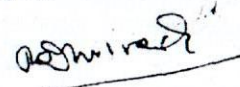
2. The matter of strict implementation of AEBAS has recently been reviewed and taking a serious note of the laxity in implementation of AEBAS, it is hereby reiterated that all MDOs will regularly monitor the attendance reports of their employees after downloading the same from the portal (**attendance.gov.in**). The MDOs will also ensure the following:

- a. All employees mark their attendance using AEBAS without fail. This will ensure that there will be no discrepancy between 'registered' and 'active' employee on AEBAS.
- b. In case any employee is not registered over AEBAS, immediate steps should be taken to register his/her biometric data on BAS portal; MDOs may also reconcile the data of registered employees on AEBAS with the employee data on other portals such as eHRMS portal/PFMS portal and the list of employees maintained by the Department.
- c. In respect of Divyaang employees, MDOs will make appropriate arrangements for providing convenient and easily accessible machines for capturing biometrics through suitable alternative modes.
- d. HODs of the MDOs shall sensitize their employees to adhere to the instructions relating to office hours, late attendance etc. They would download the consolidated report from the portal on a regular basis and identify the defaulters. Habitual late attendance and early leaving of office should be viewed seriously and be essentially discouraged. Strict action against the defaulters may be initiated under the extant GOI rules.
- e. MDOs shall ensure that the biometric machines remain functional at all times.

3. Besides above, it may be noted that UIDAI has now rolled out face-based authentication applications using **Android/iOS based phones**. The face Authentication offers robust features like faster authentication, live location detection, geo-tagging, etc. The Nodal Officer of respective MDO shall configure personal mobile policy in attendance portal for the employees of their Organizations and get the geo-coordinates fed into the entry locations of the office. The minimum OS requirements for smart phones would be OS 9.0 or above for Android smartphones and OS 14.0 or above for iOS smartphones. NIC officers and staff of the respective MDOs will facilitate registration of their Departmental employees on such iOS/android applications.

4. It may kindly be noted that BAS is only an enabling platform and there is no change in the punctuality instructions relating to Office Hours, late attendance etc. which will continue to apply. As per extant instructions contained in DOPT OM No. 28034/8/75-Estt(A) dated 04.07.1975; DOPT OM No. 28034/10/75-Estt(A) dated 27.08.1975 and DOPT OM No. 28034/3/82-Ests(A) dated 05.03.1982, half-a-day's Casual Leave (CL) should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. 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. Early leaving is also to be treated in the same manner as late coming. 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. Secretaries of the Ministries/Departments etc. are, therefore, requested to kindly bring the contents of these instructions to the notice of their employees and put in place a robust monitoring mechanism to ensure complete compliance by the employees and initiate suitable action against the defaulting employees.



(Manoj Kumar Dwivedi)

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To,

All Secretaries of Ministries/Departments (As per standard list)