



राष्ट्रीय शैक्षिक अनुसंधान
और प्रशिक्षण परिषद्



NATIONAL COUNCIL OF EDUCATIONAL
RESEARCH AND TRAINING

F. No. 1-1/2017/V&L/Biometric Attendance

Dated: 24 March 2017

CIRCULAR

Sub: INTRODUCTION OF AADHAR BASED BIOMETRIC ATTENDANCE SYSTEM (BAS) IN HQ, NCERT, NEW DELHI-reg.

The Department of Personnel & Training, Government of India vide Office Memorandum Number 11013/9/2014- Estt. (A.III) dated 21st Nov 2014 directed that **AADHAR Enabled Bio-Metric Attendance System** should be installed in all Government offices located in Delhi and in other offices/places and further directed that manual system of attendance is to be phased out accordingly.

2. In view of the guidelines issued by Government of India on the above matter, all officials of HQ, NCERT, Delhi is hereby informed that it is decided by the Competent Authority to introduce AADHAR Enabled Bio-metric Attendance system at HQ, NCERT, Delhi with effect from **01.04.2017** on priority basis. The Bio-metric machines at NCERT HQ will work under the operational control of the Senior System Analyst, NCERT. It is further informed that NCERT officials who have not given their AADHAR Number to CRC cell till date, may submit the details immediately and put their attendance in the AADHAR enabled Bio-metric Attendance System with effect from 01.04.2017. It is further clarified that attendance and salary will be linked to the bio-metric attendance system therefore employees who do not register with the Biometric Attendance System (BAS) will not get their salary in time.

3. Further, fifteen minutes grace period in punching the attendance in morning shift is provided subject to officials who punched at 0915 AM will have to compensate and punch in the evening at 1745 PM accordingly. Further, if the official punched beyond 1000 AM on three occasions in a month, one day casual leave will be debited from the individual leave account as per rules. After completion of every month, department wise attendance sheet for the month will be circulated to in-charge of each section/division to confirm the leave/official tour-duties details of officials.

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GRAMS: EDUSEARCH

4. In exceptional cases like consultation with doctors in Dispensary/hospitals etc, late coming/early departure in the afternoon up to the condition that prior intimation/approval of Head of Deptt./section/unit has been obtained and the duration of late coming/early departure is compensated by devoting such extra hours of work as to ensure that the 40 hours of work time for the 5 day week is maintained.

5. Any official availing half day casual leave in the forenoon will make arrival entry in the Bio-metric machine up to 1330 PM and the official availing half day casual leave in the afternoon may take departure entry in the machine at 1330 PM or after. In case of complaint, difficulty or legal issue, if any, for not following bio-metric system for attendance should be informed in writing to the concerned HOD section/ deptt./unit immediately failing which it will be considered as no complaint/difficulty exists in using the attendance system. The existing practice of marking the attendance manually in the attendance register may be discontinued with effect from 31.3.2017.

This issues with the approval of Competent Authority.


Vigilance cum Security Officer

Copy to:

PS to Director, NCERT (For kind information please)

Joint Director, CIET

PS to Secretary, NCERT

All Heads of Departments/Sections/Divisions

Head, CIET for uploading on NCERT website.

Notice Board

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*4/6/17
24/3/17*