



दिल्ली विकास प्राधिकरण
नीति एवं समन्वय (कार्मिक)
C-1 ब्लॉक, कमरा सं-208, विकास सदन

Computer No.: 79154

No.: PERS/PACP/0028/2022/F5/MISC-AD-P C(P)-Part(1)/१४

Date: 01/08/24

CIRCULAR No. 26 /2024

Sub: **Marking of attendance on Aadhar Enabled Bio-Metric Attendance System (AEBAS) and monitoring thereof – reg.**

In partial modification of this office's Circular No. 69/2024 dated 03.05.2024, and in accordance with the DoPT OM No. 11013/13/2023-Pers.Policy-A.III dated 15.06.2024, the following instructions are issued for strict compliance by all the concerned:-

- a) All such employees, who are still not registered on AEBAS, shall get themselves registered at the earliest without fail.
- b) All the employees shall mark their attendance on AEBAS without fail. There shall be no exemption whatsoever to any employee in this regard.
- c) In respect of employees who are physically challenged/ blind/ on wheelchair, this office's Circular dated 20.08.2014 grants them exemption from marking attendance on biometric machines. However, to facilitate such employees, the Systems Department shall arrange alternative modes for capturing their biometrics. Once such arrangements are made and an order is issued in this regard, the said Circular dated 20.08.2014 shall be withdrawn.
- d) All the HODs are requested to sensitise their subordinates to adhere to the instructions relating to office hours, late attendance, etc.


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- e) All the controlling officers are requested to regularly monitor the attendance reports of their subordinates, keep note of such subordinates who are habitual defaulters, and take strict action against the defaulters under the relevant rules.
- f) The Systems Department must ensure that the AEBAS machines remain functional at all times.

This issues with the approval of the Vice-Chairman, DDA.

Encl.: A/a


(विनीत जैन) 01/8/24

आयुक्त (कार्मिक)

To,

1. All the HODs
2. Director (Systems), with the request to do the needful
3. Dy. Director (PMIS), with the request to get the Circular uploaded on DDA's website

Copy for information to:-

1. OSD to VC, DDA
2. PS to EM/ FM/ CVO/ Pr. Commissioners, DDA