

दिल्ली विकास प्राधिकरण  
DELHI DEVELOPMENT AUTHORITY  
नीति एवं समन्वय (कार्मिक)  
**POLICY & COORDINATION (PERSONNEL)**

सप्तम तल, विकास सदन,  
7<sup>TH</sup> FLOOR, VIKAS SADAN  
आई एन ए, नई दिल्ली-110023  
I.N.A NEW DELHI-110023

No. F.4 (35)2011/P&C (P)/Pt.VI/290

Dated: 31/12/19

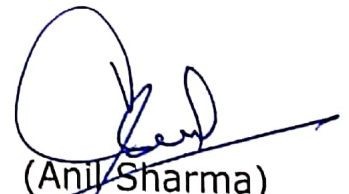
Sub: **Marking of Attendance on Aadhar Enabled Bio-Metric Attendance System (AEBAS) -reg.**

Aadhar Enabled Bio-Metric Attendance System (AEBAS) is now fully functional in Vikas Sadan. All officers/officials including the contractual staff viz. Retired Consultants, Professional Consultants, JCOs, Data Entry Operators, Typist (DGR Personnel), Office Assistants Security Guards (ESM) and Multi-tasking Staff (MTS) shall mark attendance on AEBAS w.e.f. 1<sup>st</sup> January, 2020.

The officials/officers have to work requisite hours i.e. 8 hours per day and the late arrival between 09:30 A.M. to 10:00 A.M. should be adequately compensated by working late preferably on the same day or during the same week.

The persons who were exempted from marking attendance on bio-metric attendance machine from time to time on medical grounds or other health related reasons duly verified by the System Deptt. that their finger prints are not recognized on BTA Device shall continue to mark attendance in the attendance register maintained in the branch.

As decided in the meeting held in the chamber of Pr. Commissioner (System), MIS reports will be generated by the HoDs concerned.

  
(Anil Sharma)  
Director (P)-I

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