

No. 12/14/2014-OM&WS
Union Public Service Commission
OM&WS Section

Dated: 24th September, 2015

OFFICE MEMORANDUM

Subject: - Implementation of AADHAAR Enabled Biometric Attendance System (AEBAS) in UPSC - reg.

AADHAR Enabled Biometric Attendance System (AEBAS) shall be implemented in the office of the Commission from 1st October, 2015.

2. Biometric attendance system is an enabling platform for marking of attendance in the office through biometric authentication. For implementation of this system, PC based and Wall Mounted Standalone devices have already been put in place by NIC in the Rooms and Office premises of the Commission. Adequate numbers of machines have already been installed to avoid long queue and inconvenience during office opening and closing time. Apart from Standalone and PC based devices, two IRIS devices have also been installed - one at the Facilitation Counter and other at the Reception of Ayog Sachivalaya Building.

3. Officers and Staff of the Commission can mark their attendance through any of the Wall Mounted Standalone devices. However, PC based devices are to be used on sharing basis only. Instructions for the use of these devices are enclosed at Annexure.

4. The following rules are required to be followed on pilot basis by all the Officers and Staff of the Commission for operation of the system:-


- (i) It will be mandatory for all the Officers and Staff of the Commission to mark their attendance at arrival and at departure through Biometric Attendance System (BAS) from 1st October, 2015 on regular basis.
- (ii) Office timings in UPSC are from 9:30 AM to 6:00 PM with 30 minutes of lunch break from 1:30 PM to 2:00 PM and these are to be scrupulously observed by all the Officers and Staff of the Commission without exception.

Contd....2/

(2)

- (iii) Where an officer/ staff is required to go for some official purposes directly from home or during working hours from where he/she is unlikely to return to office, an intimation in this regard may be furnished in advance to his/her controlling officer.
- (iv) In case the timings mentioned at (ii) above are not followed by any officer/employee of the Commission, it would make him/her liable for disciplinary action under the relevant conduct rules. Besides, as per extant instructions (as contained in DoPT's OM No. 28034/8/75-Estt.A dated 04.07.1975; No. 28034/10/75-Estt.A dated 27.08.1975; No. 28034/3/82-Estt.A dated 05.03.1982), half-a-day's Casual Leave would be debited for each day of late arrival or early departure. Late arrival or early departure upto an hour on not more than two occasions in a month, and for justifiable reasons can be condoned by the Competent Authority.
- (v) In addition to debiting Casual Leave (or Earned Leave, when Casual Leave is not available), disciplinary action can also be taken against officers/staff who come habitually late/leave early.
- (vi) Any official availing half day Casual Leave in the forenoon will make arrival entry in the AEBAS upto 2:00 PM and the official availing half day Casual Leave in the afternoon will make departure entry in the AEBAS at 1:30 PM or after.
- (vii) All installed machines shall be under 24-hours surveillance through CCTV cameras. Disciplinary / legal action shall be taken against any official found to be tampering with the attendance monitoring system / surveillance system.

5. The Biometric Based devices will be maintained by IS Wing in consultation with NIC. For any maintenance or operational issues, IS wing may be contacted.


(S.K. Jha)
JS(Admn.)

To:-

All officers/ Staff of the Commission

Copy for information to:

- (i) DS to Hon'ble Chairman
- (ii) US to Secretary
- (iii) PS to AS (RKA) / AS (RCJ) / AS (MPT) / AS (RKG)