

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DIRECTORATE GENERAL: DOORDARSHAN
DOORDARSHAN BHAVAN: NEW DELHI-1**

No. 28/23/2016-S-II/1630

Dated 9.09.2016

CIRCULAR

Subject:- Guidelines/Instructions for monitoring attendance under Aadhaar Enabled Biometric Attendance System(AEBAS) in Doordarshan installations of Prasar Bharati.

DoP&T vide their letters No.110913/9/2014-Estt.(AIII) dated 21.11.2014 and 28.01.2014 & 28.01.2015 have issued the instructions to use an Aadhaar Enabled Biometric Attendance System(AEBAS) in all offices of the Central Government including attached/subordinate offices.

2. In compliance of above, all the Officials/Officers are directed to follow the following instructions regarding Aadhaar Enable Biometric Attendance System(AEBAS) with immediate effect:-

a) In the morning the time recorded between 9.30 and 9.40 would not be counted towards the shortfall as this is given for marking attendance in Biometric system. Thereafter, late coming of upto 10 minutes may be relaxed keeping in view the transport problem or any other unforeseen eventuality subject to the condition that the duration of late coming is compensated by sitting late in the evening, preferably the same day or any other day of the same week so that 40 Hrs. of work time for the 5 day week is maintained. This is excluding lunch break from 1.30 P.M. to 02.00 P.M.

b) Similarly early departure upto 10 minutes is relaxed subject to the condition that the duration of early departure is compensated by sitting extra time on any day of the same week so that 40 hrs. of work time for the 5 day week is maintained.

c) In exceptional cases like consultation with doctors in CGHS Dispensary/Hospitals/attending social obligation etc. late coming in the morning/early departure in the afternoon upto one hour (maximum) is allowed subject to the condition that prior intimation/approval of the immediate superior officer has been obtained and the duration of late coming/early departure is compensated by devoting such extra hours of work so as to ensure that the 40 hour work schedule for the entire week is maintained.

d) One CL will be deducted for late attendance for three days and one Earned Leave when no CL is available in his/her account.

Contd..P.2

::2::

3. As regards Casuals/DEOs/ proportionate salary will be deducted on minute basis for late coming beyond 9.30 A.M and leaving early before 6 P.M. -Late coming of upto 10 minutes may be relaxed subject to the condition that the duration of late coming is compensated by sitting late in the evening, preferably the same day or any other day of the same week so that 40 Hrs. of work time for the 5 day week is maintained. This is excluding lunch break from 1.30 P.M. to 02.00 P.M

4. As regards the Retired Persons/Resource Persons/ Consultants including engagees through BECIL one day will be deducted for late attendance for three days and if no leave is balance in his/her account proportionate salary will be deducted.

4. All Officers/Officials of this Directorate are therefore requested to follow the above guidelines with immediate effect.

188202
on 9/9/16

dy


(H.S. CHHABRA)
Dy. Director(Admn.)
Tel.23073751

To,

All Officers & Officials of DG:DD, New Delhi