



प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
WEST BENGAL & SIKKIM

Aayakar Bhawan, B-7, Chowringhee Square, Kolkata - 700 009

Section: - General Section, Room No. 13.

Phone: (033) 2213 6150 Email: kolkata.deit.hq.admin.vig@incometax.gov.in

F. No. Pr. CCIT/WBS/ADMN/DC/GEN/1(Part-1)/Committee/2024-25/34 Date: 27 June 2024

Order No. 06 of 2024-25

In pursuance of CBDT letter no. F.No. HRD/AD/819/1/2024-25/738 dated 15.06.2024 and Office Memorandum issued by Department of Personnel and Training (DoPT) vide F.No. 11013/13/2023-Pers. Policy-A.III dated 15.06.2024 (copy enclosed), it has been decided that all Officers and Officials shall mark their attendance using Aadhar Enabled Biometric Attendance System (AEBAS) without any fail with immediate effect.

2. All HoDs are directed to ensure that officers and officials under their charges should get themselves registered on AEBAS portal i.e. **cbdtcciwb.attendance.gov.in** or transfer their attendance record to their respective buildings through the Nodal Officer (Biometric Attendance) of the building by 27.06.2024 positively.
3. Further, HODs are also hereby directed to make sure that the aforesaid directions are strictly adhered to at their respective workplaces.
4. This issues with the prior approval of the Principal Chief Commissioner of Income Tax, WB & Sikkim.

3/11 24/06/24

(आनंद कुमार सिंह, भा. रा. से. /Anand Kumar Singh, I.R.S.)

आयकर आयुक्त, (एडमिन एवं टी.पी.एस), कोलकाता

Commissioner of Income Tax.(Admn. & T.P.S.), Kolkata

सूचना एवं आवश्यक कारवाई के लिए प्रतिलिपि /Copy for information and necessary action to:

2. All CCsIT/DGIT/PCsIT/CsIT/DIT/HoDs of Income Tax Department, WB & Sikkim.
3. All Building In-Charges of Income Tax Department, WB & Sikkim for ensuring that the machines installed in their building are operational.
4. The AD(OL)-1, Kolkata (for Hindi version)
5. The ITGOA, West Bengal
6. The ITEF, West Bengal
7. Guard File.



(राजेंद्र जयपाल, भा. स. से. / Rajendra Jaipal, I.R.S.)
आयकर उपायुक्त, मुख्यालय (प्रशासन एवं सतर्कता)
D.C.I.T., Hqrs. (Admn. & Vig.), Kolkata
O/o the Pr. CCIT, WB& Sikkim



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
DIRECTORATE OF INCOME TAX
(HUMAN RESOURCES DEVELOPMENT)
2nd Floor, JLN Stadium, New Delhi - 110003

F. No. HRD/AD/819/1/2024-25/738

Dated: 15.06.2024

To,

All the Principal Chief Commissioners of Income Tax (CCA),

Madam/Sir,

Subject - Implementation of Aadhar enable Biometric Attendance System (AEBAS) for attendance of all Government employees - reg

Please find enclosed OM dated 15.06.2024 issued vide F.No 11013/13/2023-Pers.Policy-A.111(copy enclosed) of DoPT on implementation of Aadhar enable Biometric Attendance System (AEBAS) for attendance of all Government employees.

2. In this regard, I have been directed to request you to kindly bring this to the notice of all employees in your region and put in place a robust monitoring mechanism to ensure compliance by the employees. It is requested to submit compliance report by 24.06.2024.

This issues with the prior approval of the Competent Authority.

Encl: as above

Yours faithfully,

(Gaurav Sharma)
Addl DIT(Admin)
HRD, New Delhi

Copy to:
Database cell for uploading on irsofficersonline.com

OFFICE MEMORANDUM

Subject: Instructions regarding implementation of Aadhar Enable Biometric Attendance System (AEBAS) for attendance of all Government employees, by various Ministries/Departments/Organizations (MDOs)

Instructions have been issued by this Department from time to time for observing punctuality by the Government employees. Responsibility for ensuring punctuality in respect of their employees rests with the concerned Ministry/ Department/ Organization (MDO). In this regard, instructions on implementation of Aadhar Enabled Biometric Attendance System (AEBAS) by Ministries/Departments/Organizations (MDOs) have also been issued from time to time. In its instructions issued by this Department vide OM of even number dated 23rd June, 2023, all the MDOs were, *inter alia*, advised to ensure strict implementation of AEBAS and periodically monitor the marking of attendance to ensure punctuality. However, it has been observed that despite clear instructions, several employees are not registering their attendance in Biometric Attendance System (BAS) and some of the employees have been coming late on a regular basis.

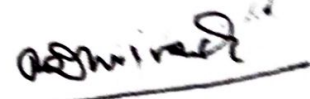
2. The matter of strict implementation of AEBAS has recently been reviewed and taking a serious note of the laxity in implementation of AEBAS, it is hereby reiterated that all MDOs will regularly monitor the attendance reports of their employees after downloading the same from the portal (**attendance.gov.in**). The MDOs will also ensure the following:

- a. All employees mark their attendance using AEBAS without fail. This will ensure that there will be no discrepancy between 'registered' and 'active' employee on AEBAS.
- b. In case any employee is not registered over AEBAS, immediate steps should be taken to register his/her biometric data on BAS portal; MDOs may also reconcile the data of registered employees on AEBAS with the employee data on other portals such as eHRMS portal/PFMS portal and the list of employees maintained by the Department.
- c. In respect of Divyaang employees, MDOs will make appropriate arrangements for providing convenient and easily accessible machines for capturing biometrics through suitable alternative modes.
- d. HODs of the MDOs shall sensitize their employees to adhere to the instructions relating to office hours, late attendance etc. They would download the consolidated report from the portal on a regular basis and identify the defaulters. Habitual late attendance and early leaving of office should be viewed seriously and be essentially discouraged. Strict action against the defaulters may be initiated under the extant GOI rules.
- e. MDOs shall ensure that the biometric machines remain functional at all times.

3. Besides above, it may be noted that UIDAI has now rolled out face-based authentication applications using **Android/iOS based phones**. The face Authentication offers robust features like faster authentication, live location detection, geo-tagging, etc. The Nodal Officer of respective MDO shall configure personal mobile policy in attendance portal for the employees of their Organizations and get the geo-coordinates fed into the entry locations of the office. The minimum OS requirements for smart phones would be OS 9.0 or above for Android smartphones and OS 14.0 or above for iOS smartphones. NIC officers and staff of the respective MDOs will facilitate registration of their Departmental employees on such iOS/android applications.

4. It may kindly be noted that BAS is only an enabling platform and there is no change in the punctuality instructions relating to Office Hours, late attendance etc. which will continue to apply. As per extant instructions contained in DOPT OM No. 28034/8/75-Estt(A) dated 04.07.1975; DOPT OM No. 28034/10/75-Estt(A) dated 27.08.1975 and DOPT OM No. 28034/3/82-Ests(A) dated 05.03.1982, half-a-day's Casual Leave (CL) should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available), disciplinary action may also be initiated against Government servants coming to office habitually late as it amounts to 'misconduct' under the CCS(Conduct) Rules, 1964. Early leaving is also to be treated in the same manner as late coming. The data relating to punctuality and attendance of an employee should also be taken into account, while considering him/her for important assignments, trainings, deputations and transfers/postings.

5. Secretaries of the Ministries/Departments etc. are, therefore, requested to kindly bring the contents of these instructions to the notice of their employees and put in place a robust monitoring mechanism to ensure complete compliance by the employees and initiate suitable action against the defaulting employees.



(Manoj Kumar Dwivedi)

Additional Secretary to the Government of India

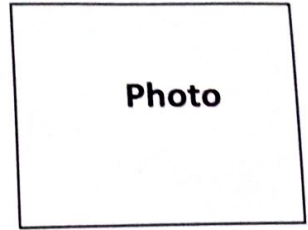
Tel. +91-11-23092158

Email: as-pers.policy-dopt@gov.in

To,

All Secretaries of Ministries/Departments (As per standard list)

● Aadhaar Enabled Bio-metric Attendance System(AE-BAS)
Employee Registration Form



Employee Name :

Date of Birth :

Gender [Please tick] :

Male

Female

Employee Code :

Aadhaar Number :

E-Mail
(name based official email id) :

Mobile No.[Linked with Aadhar] :

Posting :

Designation :

Office Location and name of Building :