



दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY
नीति एवं समन्वय (कार्मिक)
POLICY & COORDINATION (PERSONNEL)
सप्तम तल, विकास सदन,
7TH FLOOR, VIKAS SADAN
आई एन ए, नई दिल्ली-110023
I.N.A NEW DELHI-110023

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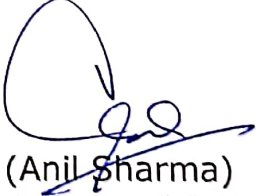
Dated: 13/02/2020

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

The competent authority is pleased to direct that all HoDs should take weekly attendance report from AEBAS Soft Ware (Training has already been given). Review the position of marking of attendance by officers/staff in their Department.

In case, name of any employee is not appearing in the report/name of any person who is retired/transferred is figuring in the report, appropriate information be sent to Director (Pers.)-I to update the data in PIMS.

Regarding the complaints of non-recognition of finger prints, any representation shall be entertained only after a certificate issued by the System Department after checking from the appropriate device which shall need further re-verification after an interval of six months. Other provisions of this office circular dated 31/12/2019 and 05/02/2020 shall continue to remain in force. All HoDs are requested to monitor compliance of these instructions.


(Anil Sharma)
Director (P)-I

Copy to:

1. **All HoDs**
2. **All Branches**
3. **Notice Boards**