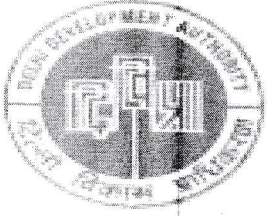


**MOST URGENT**



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/283

Dated: 9/12/19

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

A meeting held in the Chamber of Pr. Commissioner (LD/Systems) on 09.12.2019 at 03:00 P.M. where it was decided that with a view to mark attendance in Aadhar Enabled Bio-Metric Attendance System (AEBAS) Machine, the data of all employees needs to be updated by the concerned Personnel Branch along with current designation and place of posting. Further, Aadhar Enabled Bio-Metric Attendance System (AEBAS) will be operational from 01<sup>st</sup> January, 2020.

Therefore, DD (P)-I, II, III, IV, DD (Work Charge), EE/SED-XI & Elect. Divn.XI are requested to update the data of all employees from the list received from PIMS and **sent to your official email**. This exercise may be completed by 12.12.2019 positively so that the Pr. Commissioner (LD/Systems)/Vice-Chairman, DDA could be apprised of the position. The updated report may be sent to the undersigned by the time line fixed.

  
(Anil Sharma)  
Director (P)-I

**DD (P)-I, II, III, IV, DD (Work Charge),**  
**EE/SED-XI & Elect. Divn.XI**

Copy to:

1. Shri J.K. Pandey, AD (System) to upload this circular on the website.

  
13/12/19

Sh. Dev  
S/w argone