



दिल्ली विकास प्राधिकरण  
नीति एवं समन्वय (कार्मिक)  
सप्तम तल, ब्लाक - बी, विकास सदन, नई दिल्ली

No.: PERS/PACP/0028/2022/F5/MISC-AD-P C(P)/40

Date: 17/02/2023

**CIRCULAR No. 22 /2023**

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

The Aadhar Enabled Bio-Metric Attendance System (AEBAS) is going to be made operational again in Vikas Sadan and Vikas Minar Office Complexes of DDA w.e.f. 20.02.2023. Accordingly, all the officers/officials including the contractual staff i.e., retired employees engaged as Consultants, Professional Consultants, JCOs, Data Entry Operators, Typist (DGR Personnel), Office Assistants, Security Guards (ESM) and Multi-tasking Staff (MTS) posted at Vikas Sadan and Vikas Minar shall mark attendance on AEBAS.

2. The officials/officers have to work requisite 08 hours per day i.e., from 09:30 A.M. to 06:00 P.M. (including lunch time from 01:30 P.M. to 02:00 P.M.) and late arrivals between 09:30 A.M. to 10:00 A.M. should be adequately compensated by working late preferably on the same day or during the same week. A half-day's Casual Leave should be debited to the Casual Leave account for late attendance beyond 10:00 A.M. However, late attendance up to an hour for not more than two occasions in a month can be condoned by the Competent Authority, if convinced that such late attendance is due to unavoidable reasons.

3. The following category of employees shall be exempted from marking attendance in AEBAS. However, they shall continue to mark attendance in the attendance register maintained in the branch.

(a) Physically challenged employees, as per this office's Circular dated 20.08.2014 issued by the then Commissioner (Personnel).

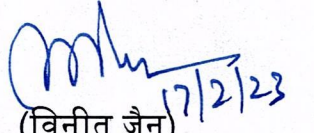
(b) Employees whose fingerprints are not recognised on AEBAS Machines, subject to certification to this effect by the Systems Department.

4. The monitoring of employees' attendance on AEBAS shall be done by the sub-nodal officers appointed for this purpose in all the departments

  
17/2/23

and reports in this regard shall be submitted by them to Director (Pers.) – I/  
Nodal Officer.

5. The employees posted at offices other than Vikas Sadan and Vikas  
Minar shall continue to mark attendance in physical attendance registers.

  
(विनीत जैन) 17/2/23  
आयुक्त (कार्मिक)

To,

1. All the HODs
2. Director (Systems)
3. Dy. Director (PMIS), with the request to get the Circular uploaded on  
DDA's website

Copy for information to:-

1. OSD to VC, DDA
2. PS to EM/ FM/ CVO, DDA
3. PS to Pr. Commissioner (Pers.)