



DELHI DEVELOPMENT AUTHORITY
PERSONNEL DEPARTMENT
PERSONNEL MANAGEMENT INFORMATION SYSTEM CELL
VIKAS SADAN, NEW DELHI-110023

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CIRCULAR NO. 25/2025

Sub: Accessing the Biometric Attendance Report from AEBAS Portal by Reporting/Controlling Officers

It has been observed that in certain cases where an official is caught red-handed and the Central Bureau of Investigation (CBI) or any other investigating agency/honorable court seeks certified biometric attendance records of the concerned official along with certificate of authentication, the department in which the official is posted often approaches the PMIS Cell for this data.

However, this leads to **avoidable delays** in the investigation/judicial process, especially when the required information is already accessible to the **Reporting/Controlling Officers** through their AEBAS login credentials.

In view of the above, the following instructions are issued for strict compliance by all departments:

1. All departments are advised to obtain the biometric attendance reports of officials posted under their jurisdiction directly through the Reporting/Controlling Officer login on the AEBAS portal, instead of routing the request through the PMIS Cell.
2. In cases where an official is **not listed under any Reporting/Controlling Officer** or is found to be **unmapped**, the concerned department must immediately coordinate with the **PMIS Cell** to get the official properly mapped under the appropriate Controlling Officer on the AEBAS system.
3. This step is aimed at ensuring **timely availability of records** and avoiding procedural delays, especially in cases involving legal or disciplinary proceedings.

All departments are advised to comply with the above in all future relevant cases.


(Vineet Jain)

Commissioner(Personnel)

To,

1. All the HODs
2. 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 (LD)/(LM)/(Housing)/(Pers.)/(Hort.)/(Sports)/(Systems) DDA