



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

File No.: PERS/PMIS/0003/2022/F11/MISC-PMIS/122

Dated: 22-05-2025

CIRCULAR NO.-2 / 2025

Sub: Aadhaar Enabled Biometric Attendance System (AEBAS) – Strict Implementation – reg.

Reference is invited to Circular dated 03-05-2024 (copy enclosed) regarding the **Marking of Attendance on AEBAS**, wherein detailed instructions were issued for implementation of AEBAS in all DDA offices, along with working hours, guidelines on late attendance, and exemptions.


2. In this context, it is further informed that the **Vice Chairman, DDA** has expressed **serious concern** over the instances of officials reporting late to office and leaving early, despite the issuance of the aforementioned circular. It has, therefore, been directed that **strict implementation of AEBAS be ensured at all levels, including senior officers.**

3. Accordingly, all Heads of Departments/Units are hereby directed to **ensure strict compliance** with the provisions outlined in the earlier circular. **Any default in biometric attendance, late arrival beyond the permissible limit, or early departure shall attract appropriate action, including deduction of leave and/or proportionate salary,** as per extant rules. It is reiterated that late arrival between 09:30 AM to 10:00 AM has to be compensated by working late beyond 06:00 PM, preferably on the same day or during the same week. It is also reiterated that late arrival beyond 10:00 AM shall be condonable not more than twice a month, with the approval of Competent Authority. Other than that, late arrival beyond 10:00 AM shall lead to debit of half a day's casual leave.

4. It is also reiterated that biometric attendance shall be monitored closely by respective controlling authority and **no relaxation shall be allowed**, except for the categories already exempted under the previous circular.

5. This issues with the approval of the **Vice Chairman, DDA.**

Encl.: A/a


22/5/25
(Vineet Jain)

Commissioner(Personnel)

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.)