



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

File No.: PERS/PMIS/0003/2022/F11/MISC-PMIS/ 35

Dated: 13.08.2025

CIRCULAR NO. 58 / 2025

Sub: Aadhaar Enabled Biometric Attendance System (AEBAS) -Non-Compliance by Officials.

Reference is invited to this office circular No. PERS/PMIS/0003/2022/F11/MISC-PMIS/27 dated 20.06.2025, regarding the mandatory marking of attendance through Aadhaar Enabled Biometric Attendance System (AEBAS) and the measures for ensuring punctuality in DDA offices. Despite repeated directions in this regard, it has been observed by the Competent Authority that instances of continued non-compliance with the prescribed attendance norms continue to persist. Accordingly, in pursuance of the above and based on the attendance data available on the AEBAS portal pertaining to the month of July, the following lists have been compiled:

- **Annexure-A1:** List of officials newly identified for not marking attendance through AEBAS.
 - **Annexure-A2:** List of officials repeatedly failing to mark attendance through AEBAS despite prior notice.
 - **Annexure-B1:** List of officials newly identified for marking attendance after 10:00 AM in violation of attendance guidelines.
 - **Annexure-B2:** List of officials consistently marking attendance after 10:00 AM, indicating repeated non-compliance with the prescribed attendance guidelines.
 - **Annexure C:** List of officials with repeated instances of incomplete biometric attendance (i.e., attendance marked only once- either only at the time of arrival or only at departure).
2. All Heads of Departments are hereby requested to take immediate necessary action concerning the non-compliant officials identified in Annexures A1, A2, B1, B2, and C. Repeated lapses in marking timely or complete attendance adversely impact the discipline and efficiency expected in office functioning.
 3. Further, all the HODs who have not yet furnished the compiled list of employees under their administrative control, along with their Biometric Attendance System (BAS) numbers, are kindly requested to do so at the earliest. This is essential for the purpose of creating a monitoring group on the DDA Attendance Portal.
 4. It is also observed with concern that several officials' records have still not been updated on the BAS portal (office location, Division/Unit, designation), despite clear instructions issued earlier vide above circular. All HODs are once again requested to direct the concerned officials under their control to immediately update their details on the BAS portal, so that proper monitoring of attendance can be ensured.
 5. All employees who are exempted from marking biometric attendance, including physically challenged employees, as well as officials permitted to mark attendance only once a day, may kindly ignore the list.
 6. The above exercise may be treated with urgency and high priority.

Encl.: As Above (Annexures A1, A2, B1, B2 & C; Circulars)

(Vineet Jain) 13/8/25

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