

कार्यालय रक्षा लेखा महानियंत्रक, उलन बटार रोड, पालम, दिल्ली छावनी-10

Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt.-10

No. AN/III/3012/Misc./BAS

Dated 20.5.2016

To


All PCsDA/PCA (Fys)/PIFAs  
CsDA/CsFA (Fys)/CIA(Fys)/IFAs/RTCs

Subject: Bio-metric Attendance System (BAS) for punctuality in defence Estts.

Please find enclosed a copy of Ministry of Defence D(Civ-II) No. 17(1)/2016/D(Civ-II) dated 29.4.2016 received under MOD(Fin.) No. 10(3)/C/2016(TK-II)(1110) dated 3.5.2016 regarding above mentioned subject for your information and necessary action.


Further, it is requested a compliance report may please be furnished to HQrs office in the format enclosed as Annexure "A" by **15<sup>th</sup> June, 2016** for onward transmission to Ministry.

Sr. Dy CGDA(AN) has seen.

  
(P K Bohra)  
For CGDA

Copy to:-

EDP Section (Local) With a request to upload on CGDA Website.

  
(P K Bohra)  
SAO(AN)

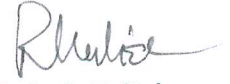
**Annexure "A"**

1	Total strength of organization.	
2	Number of employees registered.	
3	Number of employees not registered.	
4	Number of employees marking Attendance through AEBAS.	
5	Total number of devices installed.	
6	Remarks if any.	

**Ministry of Defence (Finance)**  
**DAD-Coord**  
**Room No. 24-A, South Block, New Delhi**

**Sub: Bio- metric Attendance System (BAS) for punctuality in defence Estts.**

A Copy of Ministry of Defence D(Civ-II) ID No. 17(1)/2016/D(Civ-II)dated 29.04.2016 on the above mentioned subject is forwarded herewith to office of the CGDA for information and necessary action please.

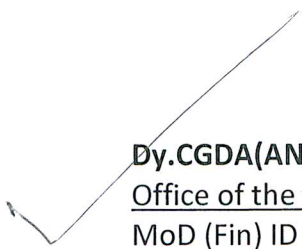


**(Rajesh Kalia)**  
SO (DAD-Coord)

**Dy.CGDA(AN)**

Office of the CGDA,Ulan Batar Road, Delhi Cantt

MoD (Fin) ID Note No. 10(3)/C/2016 (TK-II) (1110) dated 03.05.2016



AN-III

911  
BTS

For and on behalf of (Sr Dy CGDA AN)

Signature No. 06

Date 05/05/2016

96  
Important

Government of India  
Ministry of Defence  
D(Civ-II)

Subject: Bio-metric Attendance System (BAS) for punctuality in defence Estts

All India Association of Civilian Security Officers has addressed a letter to enforce of AADHAR-Enabled Bio-metric Attendance System (AEBAS) for observance of punctuality in defence installations. The Association has stated that in the large defence installations under DGOS, DGEME, E-In-C, DGQA & MES in the lower formations of Indian Army where large strength of defence civilians are employed, the marking of attendance is still done manually. Due to lack of transparency, there is a lot of scope of manipulation in manual attendance system. Also, these defence installations due to holding of sensitive/sophisticated stores are very susceptible to security hazards. It is very challenging job for security officers to ensure proper security of information & security of personnel in these installations. It is imperative to keep check on the long absence of such personnel, but in present manual system, the long absence cannot be detected easily & quickly.

- 110/c.1/16  
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2. It is brought to the notice that the Deptt of Personnel & Training has already issued instructions for installation of Bio-metric devices to monitor punctuality of the staff digitally. These instructions are applicable to all the Central Govt offices. As such, all the Administrative Divisions of MoD are requested to download these instructions of DoPT and issue directions to the field Organisations/Defence Establishments under their control to enforce Bio-metric Attendance system (BAS) in accordance with these instructions in order to ensure punctuality in various Defence Establishments/ field offices through AEBAS.
  3. A compliance report on the same may please be sought and furnished to the CP Divn. by 30 June 2016.

  
(Anil Kumar)

Deputy Secretary to the Govt. of India  
Tele:2301681

D(AG) /D(Air-III)/ D(N-II) //D(SSC) / D(BR-II) / D(QS) / DAD(Coord) / D(Q&C) / D(GS-I) /  
D(GS-II) /DPR / D(Works-II)/ D(R&D)D(GS-VI) / D(CG) / D(O-II) /  
D(GS-III)/ D(GS-I/Civ)/ D(Med)/ D(Mov) /  
DDP/Cord ( in respect of Deptt of DP)

MoD ID No. 17(1)/2016/D(Civ-II) dated 29.04.2016

Copy to : AHQ/Dir CP(MP-4) / Air HQ/Dir PC(P) / NHQ/JDCP(Pay)  
Copy for information to: PPS to JS(E)