

कार्यालय प्रधान महालेखाकार  
(लेखापरीक्षा II),  
तमिलनाडू व पुदुचेरी



OFFICE OF THE PRINCIPAL  
ACCOUNTANT GENERAL (AUDIT II),  
TAMIL NADU & PUDUCHERRY

सं. प्र.मले.(लेप-II)/प्रशा./VI/विविध/2025-26/54  
No. PAG (Audit-II)/Admn/VI/Misc/2025-26/54

दि./Dt:30-05-2025

### **Circular No. 04**

#### **Sub: Implementation of Aadhaar Enabled Biometric Attendance System -reg.**

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The Aadhaar Enabled Biometric Attendance System (AEBAS) has been functioning in this office from 08.05.2024 for all the headquarters sections. Based on the DOPT O.M. No.11013-13/2023-Pers. Policy (A-III) dated 15.06.2024 and Hqrs letter dated 24.04.2025, the biometric attendance system is being extended to all the employees of this office including field parties with effect from 02.06.2025.

In this regard, the following instructions are issued:

- All the employees (both permanent and contractual) should mark their attendance using AEBAS without fail.
- In case any employee is not registered over AEBAS, they should immediately contact the Administration section to register his/her biometric data on BAS portal.
- Habitual late attendance and early leaving of office will be viewed seriously and strict action against the defaulters will be initiated under the extant GOI rules.
- It may be noted that AEBAS is only an enabling platform and there is no change in the punctuality instructions relating to Office Hours, late attendance etc. which will continue and any deviation will be dealt as per the rules. Early leaving will also be treated in the same manner as late coming.
- The data relating to punctuality and attendance of an employee will also be taken into account, while considering him/her for important assignments, trainings, deputations and transfers/postings.
- The consolidated report on a daily basis will be sent to the concerned SAOs of coordination of respective groups, for identifying the defaulters.

All the staff are instructed to adhere to the instructions relating to office hours, late attendance, etc. and the functional wings/ sections should monitor on a regular basis and follow the instructions scrupulously.

(vide orders of the Pr. Accountant General dated 30-05-2025 )

**Sr. Deputy Accountant General / Admn.**

To

1. All Group 'A' Officers
2. All SAOs (co-ordination) – with a request to take necessary action to comply with the Circular and for circulation among SAOs (including Field Parties, RA-TNEB, Branch Offices under their control.
3. SAO/ISTC – for circulation
4. Notice Board
5. Hindi Section
6. File

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