



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

परिपत्र (प्रशासन)

विषय: आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली (AEBAS)
Subject: **AADHAR Enabled Biometric Attendance System (AEBAS)**

In continuation to this office circular issued vide Admn./Audit/AEBAS/2025-26/1276-80 dated 14.07.2025, vide which instructions have been issued for registration of employees on the AEBAS portal, all employees of this office (posted at Hqrs. or field audit), (excluding staff on deputation) **who are yet to register** themselves on the designated portal <https://cagind.attendance.gov.in/register/myemp> are directed to **register themselves on the AEBAS portal at the earliest or latest by 29.07.2025 (AN).**

2. Officers/officials who have previously been registered on AEBAS portal in previous offices/departments/organisations, prior to appointment in IA&AD, may furnish the requisite details (Attendance ID/office etc.) so that process of transfer of attendance account may be initiated immediately.

3. All registered employees are further advised to download **AADHAAR FACE RD** application and **AADHAR BAS** application on their registered phones. The apps for both android and IOS platforms are available on Google Play Store and App Store. The process of downloading the requisite applications must be completed by **29.07.2025 (AN).**

4. As a preparatory exercise, the application shall be used for marking the attendance using face authentication. It is to be noted that the mobile application will work only within the prescribed Geo Fencing limit of the office premises labelled as '**Gorton Castle**'. Availability/installation of biometric devices (L1 FP Scanner Reg. Devices for IA&AS) shall be made in due course of time.

5. **All officers/officials (including non-Gov personnel) are required to mark their attendance through face authentication using their smartphones with effect from 01.08.2025 (Friday).** Non-compliance with the new attendance protocol, including habitual late coming/early leaving, may attract disciplinary action as per the rules currently in force and as per related instructions appended to this circular.

6. Although biometric attendance is implemented, all AMGs/sections are required to maintain physical attendance registers as a supplementary record for administrative purposes. Controlling SAOs to ensure necessary compliance. **It may, however, be noted carefully that attendance marked on Biometric system shall be treated as primary record.**

7. Field Audit Staff are required to mark attendance on BAS for non-tour working days. While on field audit duties the staff shall continue with existing procedure of marking attendance in attendance registers for submission of same to respective AMG Hqrs., till further orders.

8. All AMGs/sections shall continue to furnish monthly absentee statements to Entitlement section till generation of ABEAS reports or till further orders.

For any related queries/support for registration, downloading required applications, non-activation on BAS portal or for marking attendance the same may be reported to Administration at email viveks.hmp.au@cag.gov.in

Issues with the approval of the competent authority.

हस्ता/-

वरिष्ठ उप-महालेखाकार (प्रशासन)

सं. प्रशासन/ले०प०/बायोमेट्रिक्स_उपस्थिति_प्रणाली/AEBAS/2025-26/1472-96

दिनांक: 29.07.2025

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:

1. सचिव, प्रधान महालेखाकार
2. निजी सचिव, वरिष्ठ उप-महालेखाकार (प्रशासन)
3. सभी समूह अधिकारी
4. कल्याण अधिकारी
5. सभी अधिकारी/कर्मचारी

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)
29/07
Annexure

Procedure for reporting biometric and related attendance.

- a. The competent authority has approved the marking of biometric attendance in this office w.e.f. 1st August, 2025 (Friday).
- b. The staff can start marking attendance through face authentication using their smartphones with immediate effect as a preparatory/trial exercise. However, actual record shall be reckoned with w.e.f 01.08.2025.
- c. The office timing is from 9 AM to 5.30 PM. However, in accordance with the provisions of the Office Procedure Manual, employees may be exempted to mark their attendance in the morning by 9.10 AM, with 10 minutes' grace period.
- d. In terms of DoPT OM dated 15.06.2024 and Hqrs. circular dated 24.04.2025, ½ days CL should be debited for each day of late attendance, late attendance upto an hour (10 AM) on no more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority.
- e. The cases of early leaving shall be treated in the same manner as late coming.
- f. In terms of Hqrs. office circular dated 24.04.2025, in addition to debiting casual leave (earned leave, in case CL is not available) disciplinary action is liable to be initiated against Govt. servants coming to office habitually late as it amounts to 'misconduct' under the CCS (Conduct), Rules, 1964.
- g. In case of failure to mark biometric attendance due to any reason, the employee concerned shall promptly notify his reporting officer (in writing) to take necessary corrective action. However, failure to mark biometric attendance for more than 2 times in a month must be brought to the notice of concerned Group Officer.