

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा)
हिमाचल प्रदेश, गॉर्टन कैसल
शिमला - 171 003



Office of the Principal Accountant General (Audit)
Himachal Pradesh,
Gorton Castle, Shimla-171 003

परिपत्र (प्रशासन)

Subject: Marking of attendance on the Wall-Mounted Biometric Attendance Devices installed in Gorton Castle Building -regarding.

In continuation of Administration Circulars dated 29.07.2025 and 22.09.2025, all staff members (both regular and those engaged through outsourcing agencies) were directed to mark their attendance through face recognition using personal devices (mobile phones) pending installation of biometric attendance devices, it is hereby informed that **05 (five)** Real-time T503F LI Biometric Devices (with Aadhaar Authentication through fingerprint as well as face recognition mode) have now been installed on all floors of the Gorton Castle Building (02 on the Ground Floor, 02 on the First Floor, and 01 on the Third Floor).

In view of the above, the Competent Authority has issued the following instructions for strict and immediate compliance:

- a. All officers/officials of this office both regular and those engaged through outsourcing agencies (including field audit staff while present at Hqrs.), shall mandatorily mark their incoming and outgoing attendance through the installed biometric devices. However, marking of attendance on physical registers **shall not be discontinued**.
- b. At present, only the fingerprint (finger scan) option has been activated and shall be used for marking attendance, without exception.
- c. The facility of marking attendance through face recognition using **personal devices (mobile phones)** shall continue as an additional measure, till further orders.
- d. Staff members (including outsourced personnel) who are not marking attendance using personal devices (mobile phones) due to non-availability of compatible devices or technical issues are hereby directed to ensure compliance exclusively through the installed biometric devices with immediate effect.
- e. It is reiterated that no requests/emails regarding late arrival, early departure, or inadvertent failure to mark incoming, outgoing or both attendances shall henceforth be entertained, under any circumstances. Any such instances shall be treated as unauthorised absence/irregular attendance and dealt with as per extant instructions, including deduction of leave etc.

- f. Instances have been reported wherein some regular employees (along with some newly hired personnel on outsource basis) are yet to register themselves on AEBAS. Controlling officers must ensure 100 per cent registration of all staff on AEBAS within 03 days of issuance of this circular failing which disciplinary action is liable to be initiated against defaulting officials.
- g. Officers/officials joining this office on transfer, fresh appointment, repatriation from deputation must ensure immediate registration on AEBAS /transfer of their AEBAS IDs from previous offices.
- h. Monthly AEBAS attendance reports are already being forwarded to the concerned AMGs/sections in *csv/excel* format. Controlling Officers (SAOs) of AMGs/Sections are advised to scrutinise the monthly attendance reports in a time-bound manner and initiate appropriate action in all cases of absence, late arrival, and early departure strictly in accordance with the **instructions contained vide para 4 of Hqrs. office letter No. 891-Staff (App)-I/09-2025/Vol.I dated 24.04.2025, reiterated vide para (c) to (g) of Administration Circular dated 29.07.2025.**
- i. All Controlling Officers shall personally ensure enforcement of attendance discipline and shall be held accountable for any lapse in monitoring or non-initiation of timely action in respect of staff under their control vis-à-vis absence/late arrival/early leaving.
- j. All staff members are advised to use the biometric devices carefully and only for marking attendance. Any instance of mishandling, tampering, or damage to the biometric devices shall be viewed seriously and shall invite strict disciplinary action, including recovery of damages, wherever applicable.

परिपत्र प्रधान महालेखाकार महोदय के अनुमोदन से जारी हैं

वरिष्ठ उप महालेखाकार (प्रशासन)

पृष्ठांकन संख्या: प्रशासन/लेखापरीक्षा/ बायोमेट्रिक उपस्थिति प्रणाली (AEBAS)/ I/1389975/2026 दिनांक:11-04-2026

उपरोक्त की प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित की जाती है:

1. सचिव प्रधान महालेखाकार
2. निजी सहायक वरिष्ठ उप महालेखाकार (प्रशासन)
3. निजी सहायक वरिष्ठ उप महालेखाकार (लेखापरीक्षा प्रबंधन समूह-I)
4. निजी सहायक उप महालेखाकार (लेखापरीक्षा प्रबंधन समूह-II)
5. निजी सहायक उप महालेखाकार (लेखापरीक्षा प्रबंधन समूह-III)
6. कल्याण अधिकारी
7. सभी वरिष्ठ लेखापरीक्षा अधिकारी (मुख्यालय पर कार्यरत)
8. सभी अधिकारी/कर्मचारी (सयुक्त ईमेल द्वारा)