



सत्यमेव जयते

भारतीय लेखापरीक्षा एवं लेखा विभाग
कार्यालय प्रधान निदेशक लेखा परीक्षा (केन्द्रीय), चण्डीगढ़



Indian Audit & Accounts Department
Office of The Principal Director of Audit (Central), Chandigarh

No. PDA (C)/EDP/Biometrics-Impl./2025-26/ 473

Dated: 01.04.2026

Office Order

In continuation to this offices' circular no - DGA (C)/EDP/Biometrics-Impl./2025-26/ 152-160 dated 25.07.2025 directing the officers/ officials to mark their attendance on AEBAS mobile application w.e.f. 01.08.2025, it is informed that AEBAS biometrics machines have been installed on Ground Floor, 4th Floor and 6th Floor of PAG(Audit) Punjab building and on 1st Floor of PAG(A&E) Punjab building and all the devices are functional.

All the employees(i.e. permanent and contractual) are directed to ensure strict compliance in marking their attendance through AEBAS biometrics devices/ mobile application(as per the procedure attached). Also, the field staff visiting Headquarters office are also directed to mark their attendance through AEBAS biometrics devices/ mobile application. Non-compliance or habitual late coming may attract disciplinary action as per the rules in force. Any problem faced in marking of attendance through AEBAS biometrics devices/ mobile application may be brought to the notice of administration on priority.

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Director (Admin)

Encl: As above

Copy for information and necessary action to :

- i. PD Secretariate.
- ii. Director's Secretariate (Admin/DT/CE).
- iii. Dy. Director's Secretariate(INDT).
- iv. Sr.AO- HQrs of all the Wings/Sections
- v. Notice Board.
- vi. Office Order file.

अनुप
6/4/26

Senior Audit Officer (Admin)

Annexure

Procedure for marking the attendance using Biometric Machines.

1. On Arrival in office and departure from office, click the check box and enter 6-digit attendance ID in the Biometric Machine.



2. Scan finger in given slot of the machine to authenticate user for marking attendance. Keep your finger on the scanner until it is showing 'Validating finger'.

