

महालेखाकार (लेखापरीक्षा-I) का कार्यालय
केरल, तिरुवनंतपुरम - 695 001



OFFICE OF THE
ACCOUNTANT GENERAL (AUDIT-I)
KERALA, THIRUVANANTHAPURAM - 695 001

No.Au/Admn V/AEBAS/2026-27
Dated: 29.04.2026

Circular No. 15

Sub: Implementation AADHAAR Enabled Biometric Attendance System (AEBAS).

In continuation to Circular No.40 dated 31.07.2025 issued in this office, it is hereby directed that all officials should mandatorily mark their attendance in AEBAS w.e.f 04.05.2026. Officials can either mark their attendance using the mobile phones using Aadhaar BAS app or using biometric devices installed in the office building at various floors which pertains to their offices concerned. In case of Audit I office the devices are installed at Ground, First, Second, Fourth and Sixth Floors of Audit Bhavan building and at RAO, KWA.

Biometric devices installed in the office buildings can be used by following the below mentioned steps:

1. Each officer/official shall login to the <https://cagind.attendance.gov.in> portal and generate the individual QR code which is available under the Face Authentication tab.
2. The generated QR code shall then be scanned at the AEBAS devices for marking the attendance.
3. Upon scanning, the system will automatically redirect to the authentication interface which shall either be Face recognition or Finger print authentication.
4. Attendance will be considered successfully marked only after the biometric authentication is duly recorded in the system.


The following instructions regarding the marking of attendance are also reiterated:

As the system aims ensuring timely attendance and improving overall discipline and efficiency in the workplace, all Officers/Officials are directed to maintain punctuality in attendance following the instructions as detailed:

- a) The Office timings are from 9.00 a.m. to 5.30 p.m. However, in accordance with the extant provisions, employees are granted a grace time up to 10 minutes in the morning i.e up to 9.10 a.m for marking the attendance.

- b) As per the DoPT instructions issued in this regard, half day casual leave has to be deducted for each day of late attendance, but late attendance up to an hour i.e up to 10 a.m on not more than two occasions in a month, and for justifiable reasons may be condoned by the Competent Authority.
- c) Early leaving is also treated in the same manner as late coming subject to the condition that condonation of early leaving & late coming in total should not be more than 2 times in a month.
- d) Non-compliance or habitual late coming/early leaving may attract disciplinary action under the provisions of CCS (Conduct) Rules, 1964.
- e) Failure to mark the biometric attendance, in any case, has to be intimated immediately to the reporting officer. Physical attendance registers will also be maintained in the sections simultaneously until further orders.

(Vide orders of Accountant General dated 29.04.2026)



Sr. Audit Officer/Admn.

Copy to:

- 1) All Group officers (Audit I)
- 2) All Branch Officers (Audit I)
- 3) All Sections
- 4) All Branch Offices
- 5) Circular Book
- 6) Notice Board