



F. No. M-11012/6/2020-GAD SEC
THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION DEPARTMENT
E.mail: gad.utladakh@ladakh.gov.in

UT Secretariat Ladakh
Dated:-01.03.2022

Subject:- Onboarding & implementation of Biometric Attendance System (BAS) in all Offices of UT Ladakh.

Ref:- Order No.115-LA(GAD) of 2020 dated:-08.12.2020 issued by GAD Ladakh regarding attendance and punctuality of govt. employees.

Order No:- 50-LA (GAD) of 2022
Dated:-01.03.2022

To ensure attendance, decorum & punctuality of Govt. employees in UT Secretariat vide Order dated: 08.12.2020 all staff were impressed upon to mark their attendance in the biometric system. The Information Technology department was instructed to make arrangements for putting in place a digital attendance system using facial recognition or any other suitable biometric technology.

2. The Administration has been receiving complaints of poor attendance , un-authorized absence from duty without prior approval of competent authority and non-punctuality of government employees especially of offices in far-flung areas/ sub-divisions in UT Ladakh.

3. In this context attention is invited to Rule 3 (1) (ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a government servant and disciplinary action may be taken against such a government servant. It is also added that punctuality in attendance is to be observed by Government servants at all levels.

4. The matter has been reviewed and following instructions are brought to the notice of all concerned authorities/ departments/ establishments & offices for strict compliance.

- (i). Install and get the employees registered / enrolled on Biometric Attendance System (BAS) for which Information Technology (IT) department shall monitor, assist and make necessary arrangements as per need projected by the supervisory officers/ DDOs.
- (ii). All DDOs in the offices shall draw the salary of the employees upon obtaining a report of biometric attendance and till such time the digital system is put in place, all supervisory officers shall be personally responsible for ensuring the attendance of staff in their offices.
- (iii). It will be duty of concerned DDOs to ensure enrollment of employees and procurement of Biometric devices through GeM Portal.

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- (iv). Till the complete onboarding & replacement of manual system of marking attendance by BAS the concerned Sub-Divisional Magistrates/ Supervisory officers shall strictly monitor the daily attendance of employees and furnish thereof report on weekly basis to the Deputy Commissioners/ CEO, LAHDCs.
- (v). The Deputy Commissioners/ Directors/ Head of Departments shall furnish compliance / ATR of the status of onboarding & implementation of above instructions within a period of 15 days from issuance of order.
- (vi). The preventive measures to contain COVID-19 related to resumption of Biometric attendance issued by DoPT vide OM dated 1st November 2021 shall be strictly observed.

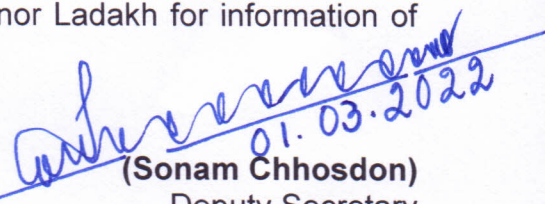
By order of Lt. Governor Ladakh.

Sd/-
(Ajeet Kumar Sahu) IAS
 Commissioner/ Secretary
 General Administration Department

Copy to- All Administrative Secretaries, UT Secretariat, Ladakh.

Copy also to the:-

1. Additional Director General of Police Ladakh.
2. Deputy Commissioner/CEO, LAHDCs, Leh & Kargil, with the direction to bring it to the notice of all the SDMs/ Head of the Department/Head of the Offices functioning under their administrative control for strict compliance.
3. All Directors/ Head of the Department, Ladakh for similar necessary action.
- ✓ 4. District Informatics Officer NIC, Ladakh for uploading copy of ibid order on UT website.
5. OSD to Hon'ble Lt. Governor, Union Territory of Ladakh for information of Hon'ble Lieutenant Governor, Ladakh.
6. Private Secretary to Advisor to Hon'ble Lt. Governor Ladakh for information of Advisor to Hon'ble Lt. Governor.
7. Order/e-office file.


 01.03.2022
(Sonam Chhosdon)
 Deputy Secretary
 General Administration Department