



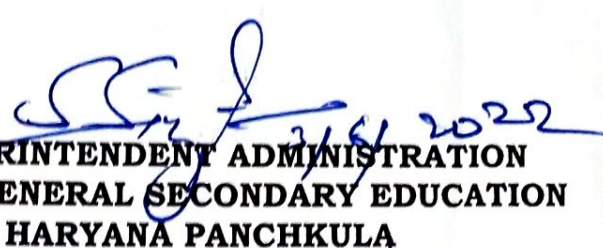
**OFFICE OF DIRECTOR GENERAL SECONDARY EDUCATION
HARYANA PANCHKULA**

Order No. 12/50-2022 Admn(4)

Dated, Panchkula the 03/06/2022

A copy of letter No. 01/01/2022-3DCU dated 26.04.2022 received from Chief Secretary to Government Haryana regarding Attendance of Government Employees through Aadhar Enabled Biometric Attendance System (AEBAS) is forwarded to the following for information and strict compliance:-

1. Director Elementary Education Haryana, Panchkula.
2. Director SCERT Haryana, Gurgram.
3. All District Education Officer's in the State.
4. All District Elementary Education Officer's in the State.
5. All Principal DIET's/BITE's in the State.
6. All the Headquarter Officers.
7. Registrar Education (Secondary).
8. All Superintendents Headquarter.
9. Superintendent Accounts (HQ).
10. Superintendent Admn. (Ele.)
11. Care Taker (Sec.)
12. PS/DGSE.
13. PA/Additional Director Model Sanskriti Schools.
14. PA/Additional Director Admn.
15. PA/ Additional Director Academic.
16. PA/Joint Director Admn.
17. All Assistants Admn. Branch (Sec.)
18. IT Cell (HQ) for website.


**SUPERINTENDENT ADMINISTRATION
for DIRECTOR GENERAL SECONDARY EDUCATION
HARYANA PANCHKULA**

222/441
10/5/22

No.01/01/2022-3DCU
Government of Haryana
Administrative Reforms Department

Dated Chandigarh the, 26th April, 2022

To

1. All the Administrative Secretaries to Government, Haryana
2. All the Heads of Departments.
3. All the Managing Directors/Chief Administrators of Boards/
Corporations in the State of Haryana.
4. All the Managing Directors of Public Sector Undertakings/Cooperative
Federations in the State of Haryana.
5. All the Divisional Commissioners in Haryana.
6. All the Deputy Commissioners in Haryana
7. The Registrars of all the Universities in the State of Haryana

**Subject: - Attendance of Government Employees through Aadhar Enabled
Biometric Attendance System (AEBAS)**

Sir/Madam,

I have been directed to refer to this office letter of even number dated 31.03.2022 (copy enclosed) on the subject cited above, vide which it was directed that all officers/officials shall ensure marking attendance through Aadhaar Enabled Biometric Attendance System (AEBAS) w.e.f. 05.04.2022.

The matter has been reviewed by the Government and it has been observed that the marking of attendance through AEBAS is very low. All the Administrative Secretaries are requested to issue the direction to all the Departments/Boards/Corporations etc. under their administrative control to motivate the officers/officials to ensure marking attendance through Aadhaar Enabled Biometric Attendance System (AEBAS), so that attendance percentage increases to 90% by the month end.

Further, all departments/boards/corporations will take all steps for implementation of AEBAS, renewal of Annual Maintenance Contract (AMC) and repair/purchase of new Biometric Attendance Devices as per Government instructions. Further data of registered users be also updated and all the officers/officials be registered. The officers/officials who are required to attend office shall ensure marking attendance through AEBAS and wherever, any relaxation is required due to nature of work/job then the same may be sought. All relaxations/exemptions granted earlier would cease to apply as communicated earlier.

A special mention can be recorded in the ACR of the Officers/Officials, who marks attendance above 90% through AEBAS as appreciation.

These instructions may please be brought to the notice of all concerned for strict compliance in letter and in spirit.



Yours faithfully,

Sanjeev Kumar
Superintendent, Administrative Reforms,
for Chief Secretary to Government, Haryana

**No. 1/1/2022-3DCU
HARYANA GOVERNMENT
ADMINISTRATIVE REFORMS DEPARTMENT**

Dated Chandigarh, the 31st March, 2022

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments.
3. The Managing Directors/Chief Administrators of all Boards/
Corporations in Haryana.
4. All Managing Directors, Public Sector Undertakings/Cooperative
Federations
5. All the Divisional Commissioners in Haryana.
6. All the Deputy Commissioners in Haryana.
7. The Registrars of all the Universities in Haryana.

**Subject: Attendance of Government Employees through Aadhaar
Enabled Biometric Attendance System (AEBAS).**


Sir/Madam,

I am directed to invite reference to Monitoring and Coordination Cell letter No. 6/14/2015-MC, dated 5.3.2020 vide which attendance of Government employees of all department through Aadhaar Enabled Biometric Attendance System (AEBAS) was suspended till further order as a temporary measure in all office of the State in order to prevent the spread of covid-19.

2. The Government has reviewed this matter and has decided that all officers and officials of the State, Public Sector Undertakings, Cooperative Federations, Boards and Corporations should ensure making their attendance through Biometric Machines(AEBAS) w.e.f. 5.4.2022. It is further clarified that all officers/officials who are required to attend office shall ensure making attendance through AEBAS and wherever, any relaxation is required due to nature of work job then the same may be sought. All relaxations/exemptions granted earlier would cease to apply.

3. These instructions may please be brought to the notice of all concerned for strict compliance in letter and in spirit.

Yours faithfully,



Under Secretary Administrative Reforms,
for Chief Secretary to Government Haryana.




**OFFICE OF DIRECTOR GENERAL SECONDARY EDUCATION
HARYANA PANCHKULA**

Order No. 12/50-2022 Admn(4)

Dated, Panchkula the 03/06/2022

A copy of letter No. 01/01/2022-3DCU dated 29.04.2022 received from Chief Secretary to Government Haryana regarding Attendance of Government Employees through Aadhar Enabled Biometric Attendance System (AEBAS) is forwarded to the following for information and strict compliance:-

1. Director Elementary Education Haryana, Panchkula.
2. Director SCERT Haryana, Gurgram.
3. Joint Director (I.T. Edu.)
4. All District Education Officer's in the State.
5. All District Elementary Education Officer's in the State.
6. Deputy Director (I.T. Edu.)
7. All Principal DIET's/BITE's in the State.
8. All the Headquarter Officers.
9. Registrar Education (Secondary).
10. All Superintendents Headquarter.
11. Superintendent Accounts (HQ).
12. Superintendent Admn. (Ele.)
13. Care Taker (Sec.)
14. PS/DGSE.
15. PA/Additional Director Model Sanskriti Schools.
16. PA/Additional Director Admn.
17. PA/ Additional Director Academic.
18. PA/Joint Director Admn.
19. All Assistants Admn. Branch (Sec.)
20. IT Cell (HQ) for website.


**SUPERINTENDENT ADMINISTRATION
for DIRECTOR GENERAL SECONDARY EDUCATION
HARYANA PANCHKULA**

9322/AR(4)
10/5/22

No. 1/01/2022-3DCU
Government of Haryana
Administrative Reforms Department

Dated Chandigarh the, 29th April, 2022

To

1. The Additional Chief Secretary to Govt., Haryana and Financial Commissioner, Revenue & Disaster Management and Consolidation Departments.
2. The Additional Chief Secretary to Govt., Haryana, Power Department.
3. The Additional Chief Secretary to Govt., Haryana, Irrigation & Water Resources Department.
4. The Additional Chief Secretary to Govt., Haryana, Home, Health and Family Welfare Department.
5. The Additional Chief Secretary to Govt., Haryana, School Education Department.
6. The Additional Chief Secretary to Govt., Haryana, Higher Education Department.
7. The Additional Chief Secretary to Govt., Haryana, Information Technology, Electronics & Communication Department.
8. The Principal Secretary to Govt., Haryana, Urban Local Bodies Department.
9. The Principal Secretary to Govt., Haryana, Transport Department.
10. The Additional Secretary to Govt., Haryana, Secretariat Establishment.
11. SIO, NIC, 9th Floor, Haryana Civil Secretariat.

Subject: - Attendance of Government Employees through Aadhaar Enabled Biometric Attendance System (AEBAS).

Sir/Madam

I have been directed to invite your kind attention on the subject cited above and to send herewith a copy of the minutes of the meeting held on 15.04.2022 at 04:30 PM under the Chairmanship of Chief Secretary to Govt., Haryana in Main Committee Room, 9th Floor, Haryana Civil Secretariat, Chandigarh with the request to take further necessary action in the matter accordingly.

Yours faithfully

[Signature]

Superintendent, (AR)
for Chief Secretary to Government, Haryana

O/o ACS (SE)

FR No. 19604

Date 29.4.2022

Minutes of the meeting regarding attendance through Aadhar Enabled Biometric Attendance System (AEBAS) held on 15 April, 2022 at 04:30 PM under the Chairmanship of Chief Secretary, Haryana in Main Committee Room, 4th Floor, Haryana Civil Secretariat, Chandigarh.

List of Participants is at **Annexure-A**

A meeting with departments having maximum registered users, to work out modalities for better implementation of Aadhaar Enabled Biometric Attendance System (AEBAS) was held, wherein, the attendance percentage of the departments was reviewed. The attendance percentage of the Ayush Department, School Education Department, Transport Department, Urban Local Bodies Department & Home Department was found less than 10%.

After detailed discussions the following decisions were taken:-

Item No. 1 - Attendance marked against total registered users.

- i. CS advised to motivate the officers/officials to mark their attendance through Aadhaar Enabled Biometric Attendance System (AEBAS) and to increase the low percentage of biometric attendance. Further data of registered users be also updated and all the officers/officials be registered. The officers/officials who are required to attend office shall ensure making attendance through AEBAS and wherever, any relaxation is required due to nature of work/job then the same may be sought. All relaxations/exemptions granted earlier would cease to apply as communicated earlier.

Item No. 2 - Status of active device/tablet/Desktops.

- ii. It was decided that all departments/boards/corporations shall take immediate steps for implementation of AEBAS such as renewal of Annual Maintenance Contract (AMC), repair/purchase of new Biometric Attendance Devices as per Government instructions.

Item No. 3 - Steps being taken to enforce marking attendance through AEBAS.

- iii. All the Administrative Secretaries to ensure that Departments/Boards/Corporations etc. under their administrative control to motivate the officers/officials to mark attendance through Aadhaar Enabled Biometric Attendance System (AEBAS), so that attendance percentage increases to 90% by the month end. A special mention can be recorded in the ACR of the Officers/Officials, who marks attendance above 90% through AEBAS as appreciation.

The meeting ended with thanks to all present.

List of participants of the meeting held on 15 April, 2022.

Sr. No.	Name	Designation & Department
1	Sh. P.K. Dass	ACS - Revenue & Power
2	Sh. Pankaj Agarwal	Commissioner & Secy., A.R. Department
3	Sh. Viney Singh	Secy, Irrigation & Water Resources Deptt.
4	Sh. Mandip Singh Brar	MD, HARTRON
5	Sh. J. Ganeshan	Director, Secondary Education
6	Sh. Anshaj Singh	Director, Elementary Education
7	Sh. Rajiv Rattan	Director, Higher & Technical Education
8	Sh. Raj Narayan Kaushik	TC-cum-SS(T) Transport Department
9	Sh. Prabhjot Singh	MD, NHM
10	Sh. Jagjit Singh	IG, Prisons Department
11	Dr. Veena Singh	DG, Health Department
12	Sh. S. Singh	Addl. Secy., Secretariat Establishment
13	Sh. Mandev Singh	Urban Local Bodies
14	Sh. Ravinder Singh	Director (Admn), Information Technology
15	Sh. Pankaj Agarwal	NIC
16	Sh. Deepak Bansal	NIC