



F. No.2-10/2021-ITC (BAS Corr.)

भारत सरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare

कृषि एवं किसान कल्याण विभाग/Department of Agriculture & Farmers Welfare

वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय/Directorate of Plant Protection, Quarantine & Storage

एन.एच.4, फरीदाबाद )हरियाणा( / N.H.-IV, Faridabad (Haryana) - 121001

Date : 22.01.2024

## CIRCULAR

### **Sub: Updation of Leaves/Tour Programme in Aadhaar-Enabled Biometric Attendance System (AEBAS) – Guidelines regarding.**

All the Officers/Officials at Hqrs., CIB&RC and CIL are hereby directed to refer Directorate's Circulars of even number dated 09.01.2018, 08.02.2019, 09.01.2020 and 26.08.2022 on the above mentioned subject.

These guidelines are again brought to the notice of all Officers/Officials for strict compliance:

#### **Administrative Sections Role:-**

- 1) All concerned Administrative Sections will provide sanctioned/endorsed copy of the leaves (EL/HPL/CCL/Special Leave) in r/o employees whose service books are maintained in the section to IT Cell for updation in AEBAS.
- 2) All concerned Administrative Sections will forward a copy of joining report of new incumbent, on transfer, deputation/promotion order/retirement order/ transfer and internal-transfer order etc. for updation in AEBAS.
- 3) All concerned Administrative Sections will direct the employee(s) who join service as a new incumbent or on transfer/deputation to contact IT Cell immediately to get himself/herself registered in AEBAS.

#### **Controlling Officers Role:-**

- 4) All the Controlling Officers shall maintain the record of leaves such as CL, RH and CH. They will forward a copy of sanctioned/granted leave of the concerned staff to IT Cell for updation in the AEBAS. The Controlling officer shall grant Compensatory Holiday (CH) to the employee after due verification of full day working hours during Saturday/Sunday/Holiday in lieu of which CH has been sought. Also they will not grant more than two CH at a time.
- 5) All concerned In-charges will forward a copy of duly approved/sanctioned executed tour programme in respect of the employees under their control to IT Cell for updation in AEBAS.
- 6) All concerned In-charges are further requested to go through the AEBAS report of the employees forwarded by IT Cell every month, for further necessary action.

Further, it is iterated that all the employees of the Directorate shall mark their attendance only through AEBAS and will maintain punctuality of the office hours.

  
22/1/2024

(Kusum Goel)

CAO & Nodal Officer(AEBAS)

#### Distribution:

1. All concerned Division/Section/Unit In-charges.
2. Notice Board at Hqrs/CIL/CIB&RC building.
3. IT Cell with the request to upload on the official website.
4. PS to PPA for kind information.