



F. No. 2-10/2017-ITC(BAS Corr.)  
Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Agriculture, Cooperation & Farmers Welfare  
**Directorate of Plant Protection, Quarantine & Storage**  
N.H.IV, Faridabad (Haryana) 121 001

Dated : 09.01.2018

**CIRCULAR**

**Sub: Forwarding of Leaves/Tour Programme for updation of Aadhar-based Biometric Attendance System (BAS) - reg.**

Biometric Attendance System is enabled in the Directorate for marking attendance by each and every employee and all kind of leaves, tour programmes etc. are updated in the BAS on regular basis.

For smooth functioning of BAS updation it has been decided that –

- 1) Concerned Administrative Sections (I, II & III) will accept and maintain the leaves like **EL, HPL, CCL, Special Leave etc** and it will be the responsibility of concerned Administrative Section that they will take necessary action for entry in the service book and will provide a photocopy of the leave immediately to IT Cell for necessary updation. Any direct application will not be entertained.
- 2) All the Controlling Officers should maintain records of **CL, RH and Compensatory Leaves** in respect of the employees under their control and provide a photocopy of the sanctioned leave to IT Cell for necessary updation. While granting Compensatory Leave, the controlling officer should ensure that this is in lieu of duty performed by a Government Servant on Saturday/Sunday/Holiday **for a full day** and it is not to be granted more than two days at a time.

Contd...2/-

- 3) All Division/Section/Unit In-charges are further requested that they will also forward a copy of each and every **approved/sanctioned Tour programme** in respect of the concerned employees under their control to IT Cell as well as to respective Administration Section. If any approved tour programme is **cancelled/changed** due to some reason, it should be informed forthwith.
- 4) All the Administrative Sections/Controlling Officers are also requested to go through the attendance report generated by IT Cell every month, seek clarification/documents and provide necessary inputs/documents in respect of the employees whose attendance is marked with A (Absent) so that necessary updation may be made in BAS.
- 5) Concerned Administration Sections (I, II & III) will invariably forward a copy related to **joining/transfer/promotion/inter-divisional transfer** for necessary updation in the BAS.
- 6) Ensuring presence of their respective officials/staff during office hours is responsibility of respective controlling officer.

Officer In-Charges are requested to sensitise their fellow employees in this regard for strict compliance.



( Ajay Kumar)

Chief Administrative Officer

Distribution:

1. All Division/Section/Unit In-charges at Hqrs/CIL/CIB&RC building.
2. Officer In-charge (CIPMC, Faridabad)
3. Notice Board at Hqrs/CIL/CIB&RC building

Copy to :-

- (i) PS to PPA for kind information.
- (ii) PPS to JS(PP), DAC&FW, Krishi Bhawan, New Delhi.