



No. CAO/Misc./2024-25

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

एनएच-४, फरीदाबाद-१२१००१, हरियाणा/NH-IV, Faridabad-121001(Haryana)

Dated 24th September, 2024

OFFICE MEMORANDUM

Subject: Instructions regarding implementation of Aadhar Enabled Biometric Attendance System (AEBAS) for attendance of all Government employees, working in Hqrs./Regional/Sub-offices of Dte. of PPQ&S.

Instructions have been issued by the Directorate from time to time for implementation of Aadhar Enabled Biometric Attendance System (AEBAS) for marking attendance and ensuring punctuality in r/o all Government employees in the Dte. of PPQ&S Hqrs. & its Regional and Sub-offices. However, it has been observed that despite repeated instructions, several employees, especially in the Regional/Sub-offices of the Directorate are not registering their attendance in Biometric Attendance System and some of the employees are coming late/leaving office early on regular basis. It has also been observed that BAS machine is not functional at various Sub-offices of the Directorate.

2. The matter has recently been reviewed and taking a serious note of the laxity in implementation of AEBAS in the Regional and Sub-offices of Dte. of PPQ&S, it is hereby reiterated that Regional and Sub-offices will regularly monitor the attendance reports of their employees after downloading the same from the portal (attendance.gov.in). The Regional and Sub-offices shall also ensure strict compliance of the following instructions: -

- a) It shall be the responsibility of Head of Office (HOO) of the Station to ensure that Bio-metric machine remains functional at all times. In case, the machine is not working, the same to be made functional within 3 days on priority basis. Attendance to be maintained in hard copy/register during the period of non-functional of Bio-metric machine and hard copy of the attendance to be provided through e-mail to Regional In-charge & Hqrs., Faridabad.
- b) In case, any employee is not registered on AEBAS, the Controlling Officer of the Station to take necessary steps to register his/her biometric data on BAS portal.
- c) Controlling Officers of Regional/Sub Offices to sensitize their staff to adhere to office hours, late attendance etc.
- d) Controlling Officer/HOO to download the consolidated report from the portal on a regular basis and identify the defaulters. Habitual late attendance & early leaving of Office should be viewed seriously and be essentially discouraged.

Contd...

- e) **Regional In-charges to regularly monitor the AEBAS in their jurisdictional Sub-offices.** Data in r/o Sub-offices to be closely monitored on monthly basis and any discrepancy to be brought to the notice of the Hqrs., Directorate. Action against the defaulters to be taken by the Regional In-charges under the GOI Guidelines under intimation to CAO/US(Hqrs.).
- f) As per extant instructions of DoPT, half a day Casual Leave (CL) should be debited for each day of late attendance but late attendance upto an hour on not more than two occasions in a month and for justifiable reasons to be considered for condonation by the Competent Authority.
- g) Habitual late coming amounts to misconduct under the CCS (Conduct) Rules, 1964 and disciplinary action should be initiated against the defaulting employees.

This issues with the approval of Plant Protection Adviser.


24/9/2024
(Kusum Goel)

Chief Administrative Officer &
Nodal Officer for AEBAS

To

1. All Scheme In-charges to disseminate the above instructions to their Regional/Sub-offices.
2. All Regional In-charges & Controlling Officers of Sub-offices
3. P&C Division/IT Cell – for uploading on the website of the Dte. of PPQ&S