

F.No.A-24011/1/2015/HRD-I
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
(HRD Section)

303, Udyog Bhavan,
New Delhi
Dated: 11.03.2015

OFFICE MEMORANDUM

Subject : Biometric Attendance Monitoring System

The undersigned is directed to say that all employees are required to register themselves in the AADHAR Enabled Bio Metric Attendance System (AEBAS) and mark their attendance. There is no change in the instructions relating to office timing (9.30 am to 6.00 pm including lunch time of 1.30 pm to 2.00 pm), late attendance etc which will continue to apply. As per extant instruction:-

- (i) Half-a-day casual leave will be debited for each day of late attendance.
- (ii) Maximum relaxation for late coming upto half an hour may be condoned by Competent Authority. However, habitual late coming shall not be allowed.
- (iii) Disciplinary action will also be taken against Government Servants who are habitually late.
- (iv) Early leaving will be treated in the same manner as late coming.
- (v) Late sitting is allowed only with the approval of Jt. DG of the Division concerned
- (vi) If an official who has no casual leave to his credit, comes late without sufficient justification and the administrative authority concerned is not prepared to condone the late coming but also does not propose to take disciplinary action, the concerned official shall be treated as having absented himself unauthorisedly for the day on which he has come late. It is upon the official himself/herself either to face the consequences of unauthorized absence or to apply for earned leave or any kind of leave due & admissible for that day as he/she may choose. If he/she applies for the leave due for the entire day, the same may be sanctioned by the competent authority.

2. All employees are therefore requested to mark their attendance in AEBAS on regular basis and to come to office on time. Action will be taken against late comers as per Rule and above instructions.



(Nirmal Kumar)

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All officers/officials of DGFT
Copy to All RAs