(Through PCDA Website)

**Most Important Circular/Time Bound**

No. Sys & Coord/BAS

O/O PCDA (WC) Chd

Date: 20.06.19

To

The OIC

All Sub-offices under PCDA (WC)

Sub:- **Biometric Attendance System for punctuality in Defence Accounts Department.**

As per directions of Govt. of India, Aadhar Enabled Biometric Attendance System (AEBAS) was to be implemented in the Defence Accounts Department for marking attendance by all the officers and staff. Accordingly, guidelines/instructions were issued to all the field offices vide HQrs letter dated 20.02.2015 and 16.07.2015 for implementation of AEBAS and enrolment of officers/staff.

It has been observed that officers/staff are not marking their attendance on AEBAS provided to your office which has been viewed very seriously by the competent authority. You are therefore called upon to provide the the following information in the Performa attached immediately.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of The Office</th>
<th>Whether the AEBAS is active or inactive?</th>
<th>If inactive, Reasons thereof and actions taken to revive the same.</th>
<th>Whether all officers/Staff have been properly mapped with AEBAS?</th>
<th>If No, the names of such officers/staff may be provided alongwith requisite details.</th>
<th>Whether Officers/Staff who have Retired/Transferred out/Expired have been struck off from AEBAS? If no, their names designation may be provided.</th>
</tr>
</thead>
</table>

Complete details may be provided to the undersigned on e-mail (pcdawcsyscoord.dad@hub.nic.in) latest by 24th June 2019. Failure to submit the report shall attract action. All Officer in charge of sub-offices are requested to ensure that BAS is marked by all officers and staff without fail.

This issues with the approval of Addl. CDA.

Naveen Sehgal

(AO, Sys & Coord)

Copy to:-

OIC AN-I

For Information wrt your No. AN/I/1041/Misc dated 19/06/2019

Naveen Sehgal

(AO, Sys & Coord)