ORDER

Subject: Adherence to punctuality and marking of attendance through Aadhar Enabled Biometric Attendance System (AEBAS) in Ministry.

It has been observed that a lot of Officers, Officials and contractual staff (Consultants, Office Assistants and Office Attendants, etc.) working in the Ministry of Environment, Forest and Climate Change are not adhering to punctuality and marking their attendance through Aadhar Enabled Biometric Attendance System (AEBAS). Despite several instructions for observing punctuality in letter and spirit in attending office, many of these are not adhering punctuality.

2. It has, therefore, been decided for those who come late or leave early, ½ day’s leave in respect of regular employees may be deducted from the leave account. For contractual staff not adhering to punctuality, respective Service Provider shall be asked to deduct half-a-day’s remuneration on each occasion. This may be made effective w.e.f. 1st September, 2017.

3. All Divisional Heads are hereby requested to take suitable measures for enforcing punctuality in their respective Divisions.

To,
All Divisional Heads

Copy for information to:-

PPS to Secretary(EF&CC)/PPS to DGF&SS/PPS to AS(AP)/PPS to AS(AKJ)/PPS to AS&FA/PPS to ADG(FC)/ PPS to ADG (WL)