

**A-65011/52/2012-P.II**  
**Government of India**  
**Ministry of Environment, Forest and Climate Change**

Indra Paryavaran Bhawan,  
New Delhi -110003  
Dated: 30<sup>th</sup> August, 2017

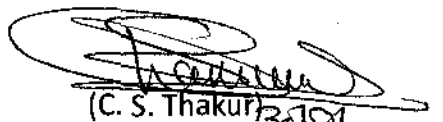
**ORDER**

**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). In spite of 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. 1<sup>st</sup> September, 2017.

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

  
(C. S. Thakur)  
Under Secretary (P.II)

To,  
All Divisional Heads

Copy for information to:-

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