

शिमला निदेशालय उच्चतर शिक्षण

29 FEB 2020

EDN-HE(14)99-2013/IT-CELL(AEBAS)VI-V - Loose
Directorate of Higher Education
Himachal Pradesh – Shimla-1

Dated : Shimla the 28th February, 2020

To

✓ All the Dy. Directors of Higher Education
Himachal Pradesh.

Subject: **Regarding attendance on Aadhaar Enabled Biometric Attendance System (AEBAS).**

Memo;

It has come to the notice of the undersigned that two modes of attendance are being used in some institutions for employees i.e. Attendance Register and Biometric Attendance, which is violation of conduct rules governing the conditions of service of the government employees.

You are therefore, directed to ensure that both teaching/non-teaching staff under your control should mark their attendance twice on the Aadhaar Enabled Biometric Attendance System. i.e. in the morning and in the evening before leaving the institution. It may also be ensured that marking of attendance on register may only be allowed in case AEBAS fails to accept online attendance of the employees for which relevant evidences may be kept in record.

You are further directed that the instructions should be issued to all the institutions under your jurisdiction to ensure the safety of AEBAS. For any physical damage/theft the concerned institute will be solely responsible.

Treat it most urgent.



(Dr. Amarjeet K. Sharma)
Director of Higher Education
Himachal Pradesh