



**ICAR-INDIAN INSTITUTE OF SPICES RESEARCH**  
**(Indian Council of Agricultural Research)**

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**(ISO 9001:2008 Certified)**

F.No.48-9 (1) 2015-Estt.

Dated 17<sup>th</sup> August 2016

**CIRCULAR**

Instructions received from the Council regarding streamlining in the functioning and utilization of Aadhar Enabled Biometric Attendance System (AEBAS) in ICAR is attached herewith for information and compliance by all concerned. The Heads of Division /Section of Headquarters, Experimental Farm Peruvannamuzhi, KVK and Regional Station, Appangala are requested to strictly monitor the punctuality and attendance of the Staff /Research Fellows/Apprentices working under them, on regular basis.

The Head, ICAR-IISR Regional Station, Appangala / Program Coordinator, KVK / Superintendent, Experimental Farm Peruvannamuzhi shall maintain attendance registers as an alternative to mark attendance whenever the biometric system fails, as is being done at the Headquarters.

This issues with the approval of Director.

**( K.V Pillai )**  
**Administrative Officer**  
**& Nodal Officer (AEBS)**

Encl: as above

Copy to:

All Head of Divisions / Sections / Head, RS Appangala / PC (KVK) / Scientist in charge (Farm)  
Chelavoor & Peruvannamuzhi



Sl. No. 9

**Most Urgent**



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN**

F.No. Admn./8/4/2016-WS

Dated: 9.8.2016

To

All the Directors of Institutes / Directorates / National Research Centres / Project Directorates / Bureaux / Zonal Project Directors under ICAR

**Subject : Streamlining the functioning and utilization of Aadhaar Enabled Biometric Attendance System (AEBAS) in ICAR**

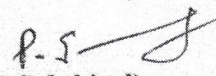
Sir / Madam,

As you are aware the AEBAS is functional in ICAR since October 2014 and majority of the employees of ICAR Hqrs. and Institutes/ZPD are already on board.

The Cabinet Secretary, Govt. of India has stressed <sup>upon</sup> ~~on~~ the need for streamlining the functioning and utilization of AEBAS in ICAR/DARE while drawing attention to the fact that requisite IT infrastructure for AEBAS has been provided and attendance reports of employees are available in the online dashboard at attendance.gov.in and that MIS reports are also available in the online account provided to the designated Nodal officer.

You are therefore, requested to monitor the punctuality and attendance of the employees of your institute on regular basis. The database of the employees may also be updated from time to time. The physical security as well as upkeep and maintenance of the biometric devices installed in your offices for AEBAS must also be ensured. Action taken in this regard may be intimated to concerned administrative divisions in the ICAR Hqrs.

Yours faithfully

  
(P Sakthivel)  
Deputy Secretary (WS)

**Copy to : US (Admn.) / US (Per.) / US (TS) / US (Estt.), DARE with the request to monitor the attendance of employees at ICAR Hqrs.**