

**OFFICE OF DIRECTOR HIGHER EDUCATION, HARYANA, PANCHKULA**  
**ORDER**

No. KW 12/1-2019 Ad (3)

Dated, Panchkula, the 10.05.2022

A copy of letter No. 01/01/2022-3DCU dated 26.04.2022 received from Superintendent Administrative Reforms O/o Chief Secretary to Govt. of Haryana regarding Attendance of Government Employees through Aadhar Enabled Biometric Attendance System (AEBAS) is forwarded to the following for strict compliance:-

1. All the Principals of Government Colleges in the State.
2. All the Commanding Officers, NCC Units in the State.
3. Registrar, Kurukshetra Univesity, Kurukshetra/Maharishi Dayanand University, Rohtak/ Chaudhary Devi Lal University, Sirsa/Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat)/Indira Gandhi University, Meerpur (Rewari)/Chaudhary Ranbir Singh University, Jind/Chaudhary Bansi Lal University, Bhiwani/ Gurugram University, Gurugram/ B.R. Ambedkar National Law University, Rai (Sonapat)/Balmiki Sanskrit University, Mundri, Kaithal
4. All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana/ Librarian.

  
Superintendent Administration  
for Director Higher Education, Haryana,  
Panchkula.

Endst. No. Even

Dated, Panchkula the 12/05/2022

A copy is forwarded to the following for information and necessary action:-

1. PS/DHE, PA/JDA.
2. Registrar Education.
3. Incharge IT Cell please uploads on web portal.

  
Superintendent Administration  
for Director Higher Education, Haryana,  
Panchkula.

E-1986483 dt. 6.5.2022

No.01/01/2022-3DCU  
Government of Haryana  
Administrative Reforms Department

Dated Chandigarh the, 26<sup>th</sup> April, 2022

To

1. All the Administrative Secretaries to Government, Haryana
2. All the Heads of Departments.
3. All the Managing Directors/Chief Administrators of Boards/  
Corporations in the State of Haryana.
4. All the Managing Directors of Public Sector Undertakings/Cooperative  
Federations in the State of Haryana.
5. All the Divisional Commissioners in Haryana.
6. All the Deputy Commissioners in Haryana
7. The Registrars of all the Universities in the State of Haryana

DHE (OL)  
05/5/22

JOA (OT)  
06.5.22

**Subject: - Attendance of Government Employees through Aadhar Enabled  
Biometric Attendance System (AEBAS)**

Sir/Madam,

I have been directed to refer to this office letter of even number dated 31.03.2022 (copy enclosed) on the subject cited above, vide which it was directed that all officers/officials shall ensure marking attendance through Aadhaar Enabled Biometric Attendance System (AEBAS) w.e.f. 05.04.2022.

The matter has been reviewed by the Government and it has been observed that the marking of attendance through AEBAS is very low. All the Administrative Secretaries are requested to issue the direction to all the Departments/Boards/Corporations etc. under their administrative control to motivate the officers/officials to ensure marking attendance through Aadhaar Enabled Biometric Attendance System (AEBAS), so that attendance percentage increases to 90% by the month end.

Further, all departments/boards/corporations will take all steps for implementation of AEBAS, renewal of Annual Maintenance Contract (AMC) and repair/purchase of new Biometric Attendance Devices as per Government instructions. Further data of registered users be also updated and all the officers/officials be registered. The officers/officials who are required to attend office shall ensure marking attendance through AEBAS and wherever, any relaxation is required due to nature of work/job then the same may be sought. All relaxations/exemptions granted earlier would cease to apply as communicated earlier.

A special mention can be recorded in the ACR of the Officers/Officials, who marks attendance above 90% through AEBAS as appreciation.

These instructions may please be brought to the notice of all concerned for strict compliance in letter and in spirit.

Yours faithfully,

*Samjeev*  
Superintendent, Administrative Reforms,  
for Chief Secretary to Government, Haryana

DHE & Spl. Secy.

No. 3024

Date: 5.5.2022

**No. 1/1/2022-3DCU  
HARYANA GOVERNMENT  
ADMINISTRATIVE REFORMS DEPARTMENT**

**Dated Chandigarh, the 31<sup>st</sup> March, 2022**

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments.
3. The Managing Directors/Chief Administrators of all Boards/  
Corporations in Haryana.
4. All Managing Directors, Public Sector Undertakings/Cooperative  
Federations
5. All the Divisional Commissioners in Haryana.
6. All the Deputy Commissioners in Haryana.
7. The Registrars of all the Universities in Haryana.

**Subject: Attendance of Government Employees through Aadhaar Enabled Biometric Attendance System (AEBAS).**

\*\*\*\*\*

Sir/Madam,

I am directed to invite reference to Monitoring and Coordination Cell letter No. 6/14/2015-MC, dated 5.3.2020 vide which attendance of Government employees of all department through Aadhaar Enabled Biometric Attendance System (AEBAS) was suspended till further order as a temporary measure in all office of the State in order to prevent the spread of covid-19.

2. The Government has reviewed this matter and has decided that all officers and officials of the State, Public Sector Undertakings, Cooperative Federations, Boards and Corporations should ensure making their attendance through Biometric Machines(AEBAS) w.e.f. 5.4.2022. It is further clarified that all officers/officials who are required to attend office shall ensure making attendance through AEBAS and wherever, any relaxation is required due to nature of work job then the same may be sought. All relaxations/exemptions granted earlier would cease to apply.

3. These instructions may please be brought to the notice of all concerned for strict compliance in letter and in spirit.

Yours faithfully,



Under Secretary Administrative Reforms,  
for Chief Secretary to Government Haryana.