

Delhi State Industrial & Infrastructure Development Corporation Ltd.
N-36, Bombay Life Building, Connaught Circus, New Delhi-110001
(Personnel Division)

No. DSIIDC/06/AEBAS/2017/Estt.

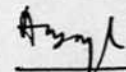
Dated: 14-05-2019

CIRCULAR

Subject- Monitoring of punctuality/attendance through Aadhar Enabled Biometric Attendance System

With a view to improve the efficiency in attendance, the Biometric Attendance Monitoring System has been introduced in the Corporation, and all the employees have been directed to mark their attendance in Aadhar Enabled Biometric Attendance system (AEBAS) in time vide Circular No. DSIIDC/I.O.O/Estt/14 dated 22.06.2017 and subsequent Circular dated 05.09.2017. It was also instructed that the employees posted in CWC and Works Division (only those posted at site-offices) should mark their attendance once in the morning timely in AEBAS at the nearest branch office of DSIIDC.

2. Instructions have been issued from time to time with regard to the need to observe punctuality by the employees of DSIIDC. However, during the analysis and monitoring of the AEBAS attendance report, it is seen that despite issuance of instructions from time to time with regard to the need to observance of punctuality, a large number of employees are marking their attendance intermittently / are habitual late comers or remain absent from duty without intimation to the respective Divisional Head/Personnel Division. This unpleasant situation has been taken note of and viewed seriously.
3. Habitual late attendance is viewed as conduct unbecoming of an employee and disciplinary action may be taken against such employees. It is reiterated that there is no change in the instructions relating to office hours, late attendance etc. Punctuality in attendance is to be observed at all levels, employees should follow the attendance guidelines and conscientiously mark their attendance.
4. All the employees are, hereby, directed to adhere to the instructions failing which Corporation will be constrained to take action as per rules.


(A K Singh)

Div. Manager (Pers)

**All employees of DSIIDC through Website
All Notice Boards**

Copy to :

- i) Sr. PA to MD
- ii) PA to ED
- iii) PS to Director (Finance)
- iv) IT for web circulation