

**DELHI DEVELOPMENT AUTHORITY
PERSONNEL DEPARTMENT
PERSONNEL MANAGEMENT INFORMATION SYSTEM CELL
VIKAS SADAN, NEW DELHI-110023**

File No.: PERS/PMIS/0003/2022/F11/MISC-PMIS/27

Dated: 20-06-2025

CIRCULAR NO.- 41 / 2025

Sub: Aadhaar Enabled Biometric Attendance System (AEBAS) – Non-Compliance by Officials – Reg.

Reference is invited to this office circular No. PERS/PMIS/0003/2022/F11/MISC-PMIS/22 dated 22-05-2025, regarding the mandatory marking of attendance through Aadhaar Enabled Biometric Attendance System (AEBAS) and the measures for ensuring punctuality in DDA offices. **It has been observed by the Competent Authority that, despite clear instructions, instances of habitual defiance in adhering to the prescribed attendance norms continue to persist.** Accordingly, in pursuance of the above and based on the attendance data available on the AEBAS portal, **two lists have been compiled:**

- **Annexure-A:** List of officials not marking their attendance through AEBAS.
 - **Annexure-B:** List of officials marking attendance **after 10:00 AM**, in violation of prescribed attendance guidelines.
2. All Heads of Departments/Units are hereby requested to take immediate necessary action in respect of the officials listed in Annexures A & B. Repeated instances of late attendance or failure to mark attendance undermine the discipline and efficiency expected in office functioning. Such behaviour shall be viewed seriously and may lead to deduction of leave or other appropriate measures, as per the guidelines. All officials are, therefore, directed to adhere strictly to the prescribed office timings and ensure timely marking of attendance to maintain decorum and accountability in the workplace.
 3. It is also observed with concern that several officials' records have still not been updated on the BAS portal, despite clear instructions issued earlier vide circular F11(Bio-Metric)/PMIS/212 dated 05.08.2024. All HODs are once again requested to direct the concerned officials under their control to immediately update their details on the BAS portal, so that proper monitoring of attendance can be ensured.
 4. The above exercise may be treated as urgent and of high priority, and compliance report should be furnished to the PMIS Cell within 15 working days from the date of issue of this circular so that the compiled report can be put up before VC for his kind perusal and further directions.

Further, all HODs are requested to furnish a compiled list of employees under their administrative control, along with their Biometric Attendance System (BAS) numbers, for the purpose of creating a monitoring group on the DDA Attendance Portal.

Encl.: As Above (Annexure-A & B, Circulars)


(Vineet Jain)

Commissioner (Personnel)

To,

1. All the HODs
2. Dy. Director (PMIS), with the request to get the Circular uploaded on DDA's website

Copy for information to:-

1. OSD to VC, DDA
2. PS to EM/ FM/ CVO, DDA
3. PS to Pr. Commissioner (LD)/(LM)/(Housing)/(Pers.)/(Hort.)/(Sports)/(Systems) DDA