



भारत सरकार / GOVERNMENT OF INDIA
डॉ राम मनोहर लोहिया अस्पताल,
अटल बिहारी वाजपयी आरुविज्ञान संस्थान, नई दिल्ली
DR. RAM MANOHAR LOHIA HOSPITAL,
ATAL BIHARI VAJPAYEE INSTITUTE OF MEDICAL SCIENCES, NEW DELHI - 110001



BAS CC (14)/ 06/2023 /21

15
14/6/2024

OFFICE ORDER

The issue of Biometric Attendance was deliberated upon by the Director & Medical Superintendent, and it has been decided that the Head of the Departments are the driving force of implementation of AEBAS in their respective departments and hence the onus to monitor the biometric attendance of all faculty working under them in compliance to extant DoPT rules and CCS Conduct Rules, lies with them.

All HoDs are to monitor the AEBAS of faculty under them of a calendar month in the 1st week of the subsequent month and send the same to the undersigned in the format attached herewith, through e-office.

The data is likely to be presented during the meeting of HoDs or at any other time deemed fit by the competent authority.

This issues with the approval of the Director & Medical Superintendent.

(Dr. Bijit Kumar Kundu)
Chairman
Biometric Monitoring Committee

CC

1. All HoDs
2. Chairrman, E- Gov to upload on website and notice board of e-office.
3. PS to MS

Suggested Scheme for Biometric Monitoring

Monitoring report for the month of _____ Numbers of working days _____

Sr. No	Name and Designation	Not found	Not marked	Marked once	Late	Any Other	Work hours	Leave	Remarks