

No. 1979799-IH(12)-2025/ 2619  
Chandigarh Administration  
Department of Personnel

Chandigarh, dated the 25-2-25

To

All the Administrative Secretaries/  
Heads of Departments/Boards/Corporations,  
Chandigarh Administration

**Subject: Implementation/Integration of Aadhaar Based Biometric Attendance System - regarding.**

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BA(DA) Sir/Madam,

I am directed to address you on the subject noted above and to state that Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training vide O.M No. 11013/13/2023-Pers.Policy-A.III dated 15.06.2024 has issued instructions regarding implementation of Aadhaar Enable Biometric Attendance System (AEBAS) for attendance of all Government employees by various Ministries/ Departments/Organizations (MDOs).

2. The matter regarding implementation of AEBAS has been reviewed by the Competent Authority and taking a serious note of the laxity in implementation of AEBAS, it has been decided that all the Heads of Departments /Boards /Corporations will monitor the attendance reports of their employees regularly to ensure punctuality. All the departments/boards/Corporations will also ensure the following:

- (i) All employees mark their attendance using AEBAS without fail. This will ensure that there will be no discrepancy between 'registered' and 'active' employees on AEBAS.
- (ii) In case any employee is not registered over AEBAS, immediate steps should be taken to register his/her biometric data on BAS portal (<https://chandigarh.attendance.gov.in>) as conveyed by the Department of Information Technology vide letter No. 60-E/IT/2025/2445 dated 13.02.2025.
- (iii) In respect of Divyaang employees, appropriate arrangements be made for providing convenient and easily accessible machines for capturing biometrics through suitable alternative modes.
- (iv) Heads of Departments/Boards/Corporations shall sensitize their employees to adhere to the instructions relating to office hours, late attendance etc. They would download the consolidated report from the portal on a regular basis and identify the defaulters. Habitual late attendance and early leaving of office should be viewed seriously and be essentially discouraged. Strict action against the defaulters may be initiated under the extant Government of India rules.
- (v) Heads of Departments/Boards/Corporations shall ensure that the biometric machines remain functional at all times.



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3. Further, it may be noted that BAS is only an enabling platform and there is no change in the punctuality instructions relating to Office Hours, late attendance etc. issued by Chandigarh Administration and Government of India.
4. The contents of the above instructions may kindly be brought to the notice of all the officers/officials working under your control, for strict compliance.
5. This issues with the approval of Competent Authority.

Yours faithfully,

*AKM*  
*25/02/25*  
Additional Secretary Personnel  
Chandigarh Administration

Endst. No. 1979799-IH(12)-2025/2620

Dated: 25-2-25

A copy is forwarded to the Director Information and Technology, Union Territory, Chandigarh for information and necessary action. He is also requested to upload the above instructions on the official website of Chandigarh Administration.

*AKM*  
*25/02/25*  
Additional Secretary Personnel  
Chandigarh Administration

25/02/25  
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