

No.6/39/98/PER/(GA)/ 2439
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman – 396 220
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Dated : 03 / 12 / 2015

CIRCULAR

Subject: Launching of Aadhar Enabled Biometric Attendance System (AEBAS) in the Secretariat, Daman.

It has been decided to launch the Aadhar Enabled Biometric Attendance System (AEBAS) in the Secretariat, Daman on 09-12-2015 at 10:30 am by Shri Sandeep Kumar, Development Commissioner, UTs of Daman & Diu and Dadra & Nagar Haveli.

2. All officers / officials working in Secretariat are informed that the use of AEBAS in the Secretariat, Daman for officers / officials shall commence from 10-12-2015.
3. It is to further inform that there is no change in the instructions relating to office hours, late attendance etc which will continue to apply. As per extant instructions, (contained in DoPT P.M. No. 28034/8/75-Estt-A dated 04/07/1975; No.28034/10/75-Estt-A dated 27/08/1975; No. 28034/3/82-Estt-A dated 05/03/1982) half-a-day's Casual Leave should be debited for each day of late attendance, but late attendance upto a hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available), disciplinary action may be taken against government servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.
4. The instructions for operating the Attendance Stations installed at every floor in Secretariat, Daman is annexed as **Annexure**.
5. All Heads of Office in Secretariat, Daman are requested to bring the content of this Circular to all employees working under their control.

(P.S. Jani) 3/12/15

Additional Secretary (Pers.)
Tel- 2230023

To
All Heads of Office in Secretariat, Daman.

Copy to:

1. The Staff Officer to Administrator, Secretariat, Daman.
2. The P.S. to the Development Commissioner, Secretariat, Daman.
3. The P.S. to the Finance Secretary, Secretariat, Daman.
4. All Secretaries, Daman.
5. The SIO, NIC, Daman
6. Office copy / Guard file

Instructions for use for wall mounted Bio-Metric Device

How to mark attendance using common biometric attendance system on wall mounted terminals:

1. Enter your 8-Digit Attendance ID on screen

(This is the last eight digits of your Adhar number)

2. Now put any one of your finger on the finger print scanner within the next two seconds.
3. **DO NOT** move your finger on Scanner otherwise finger print will not be properly scanned.
4. **DO NOT** press very hard on finger print scanner.
5. When Device screen will display "**Authenticating**, Please wait" remove your finger from the scanner.
6. Pop up screen will display your Photo and Attendance Type as opening for the first time you mark the attendance for that day, with **OK** displayed.
7. If attendance type is "**Closing**" then it will be counted as **OUT** time. However **OUT** time would be the **LAST** closing time marked by you. Any closing time in-between "**Opening**" time and Last Closing" time would be ignored.
8. If, you see a **CROSS** instead of your photo, then some **ERROR** has occurred while marking attendance.
9. You will be able to mark your attendance in any bio-metric terminal installed in your Premises / Building.

What each ERROR means?

1. **ERROR 300 and 500 – Mark your attendance using other figure/thumb.**
2. **ERROR 997 – Your finger prints are not properly registered at UIDIA. Please get your finger print and Iiris rescanned at Permanent Adhar Centers nearby you.**


(P.S. Jani)

Additional Secretary (Pers.)