

No. DG/General/2/2018
Directorate General of Training
Ministry of Skill Development & Entrepreneurship

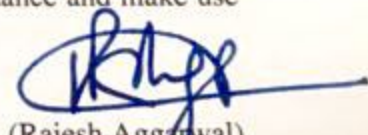
Kaushal Bhawan,
Karol Bagh, New Delhi
Dated 31st August 2018

ORDER

Subject: Marking of attendance in Aadhar Enabled Biometric Attendance (AEBAS) and observance of punctuality in Office.

With reference to this Directorate General's Circular no. DGT-A-24020/01/2018-Admin. dated 29th May 2018 on the subject cited above wherein the staff and officers of DGT Hq. were advised to observe punctuality in office and mark their attendance in the Aadhar Enabled Biometric Attendance System (AEBAS) installed in the premises, it has been observed that many officers and the staff including consultants, DEOs, MTS, etc. have regularly failed to observe punctuality in attendance and in use of AEBAS.

2. It may be absolutely clear that from 1st September, 2018 onwards Biometric attendance is mandatory for the entire DGT Officers and other staff members at Headquarter and all the Field Institutes/Offices, including the outsourced/Contractual staff, Hired Consultants, DEOs, etc. The staff attendance will be monitored through www.attendance.gov.in and salary bills should be strictly processed as per the biometric attendance only. In case of leave/tour undertaken, the same have to be approved online through the e-office module.
3. In this regard, a video conference will also be conducted with all Field Institute Directors and their accounts staff dealing with salary preparation on 27-09-2018.
4. All the officers, staff, consultants, DEOs, MTS posted in DGT Hqrs. and Field Offices/ Institutes are henceforth directed to observe punctuality in attendance and make use of AEBAS in marking the attendance as mandatory.


(Rajesh Aggarwal)
DG(T)

1. Director (Admin.)
2. PS to DG-DGT
3. PS to DDG(Admn. & CFI)
4. PS to DDG(T&E)
5. All Staff Members (Hqrs. & Field Offices/ Institutes)
6. Cash Section.