



भा.कृ.अ.प.-भारतीय कृषि सांख्यिकी अनुसंधान संस्थान
ICAR-Indian Agricultural Statistics Research Institute
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मि.सं.: 20(07)/2024-प्रशा-I (E 340983)
F. No.: 20(07)/2024-प्रशा-I (E 340983)

दिनांक: 18.08.2026
Dated: 18.08.2026

पृष्ठांकन
Endorsement

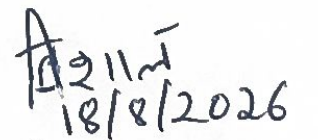
भारतीय कृषि अनुसंधान परिषद, कृषि भवन, नई दिल्ली से प्राप्त परिपत्र संख्या : 6(4)/2021-ICT Unit (Comp No. 164120) दिनांकित 06.08.2026 विषय: "Strict Compliance with Aadhaar Enabled Biometric Attendance System (AEBAS)/ Face Authentication Attendance Guidelines" प्राप्त हुआ है जिसमें यह संज्ञान में लाया गया है कि आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली (AEBAS)/फेस ऑथेंटिकेशन आधारित उपस्थिति के संबंध में जारी दिशा-निर्देशों का संबंधित कार्यालयों/कर्मचारियों द्वारा पूर्णतः अनुपालन सुनिश्चित नहीं किया जा रहा है। उक्त निर्देशों के अनुसार सभी कर्मचारियों/ AEBAS उपयोगकर्ताओं द्वारा यह सुनिश्चित किया जाना है कि AEBAS प्रणाली में उनका पदस्थापन स्थान (Division/Section) सही एवं अद्यतन दर्ज हो। किसी तकनीकी समस्या की स्थिति में संबंधित कर्मचारी द्वारा नामित नोडल अधिकारी (अधोहस्ताक्षरी) से तत्काल संपर्क किया जाना है। साथ ही, सभी अधिकारियों/ कर्मचारियों की दैनिक उपस्थिति की नियमित निगरानी की जाएगी तथा अनुपस्थित/अत्यधिक अनियमित उपस्थिति के मामलों पर आवश्यक अनुशासनात्मक कारवाई की जाएगी।

उपरोक्त परिपत्र को संस्थान के समस्त वैज्ञानिकों/अधिकारियों/कर्मचारियों को सूचनार्थ एवं अग्रिम कारवाई हेतु प्रेषित किया जा रहा है।

A circular bearing No. 6(4)/2021-ICT Unit (Comp No. 164120) dated 06.08.2026, on the subject "Strict Compliance with Aadhaar Enabled Biometric Attendance System (AEBAS)/Face Authentication Attendance Guidelines", has been received from the Indian Council of Agricultural Research, Krishi Bhawan, New Delhi. The circular brings to notice that the guidelines issued regarding the Aadhaar Enabled Biometric Attendance System (AEBAS)/Face Authentication based attendance are not being fully complied with by the concerned offices/employees.

As per the said instructions, all employees/AEBAS users are required to ensure that their place of posting (Division/Section) is correctly updated in the AEBAS system at all times. In case of any technical issue, the concerned employee shall immediately contact the designated Nodal Officer (undersigned). Further, the daily attendance of all officers/employees shall be regularly monitored, and necessary disciplinary action shall be taken in cases of absence/excessive irregularity in attendance.

The above-mentioned circular is hereby forwarded to all Scientists/Officers/Employees of the Institute for their information and further necessary action.


18/8/2026

(विशाल लखनपाल)

सहायक प्रशासनिक अधिकारी

संलग्नक- उपरोक्तानुसार।

वितरण/Distribution:

- समस्त वैज्ञानिकों/अधिकारियों/कर्मचारियों, भाकृअनुप - भाकृसांअसं, नई दिल्ली।
All officers/officials, ICAR-IASRI, New Delhi.
- ई-ऑफिस लोकल एडमिन, भाकृअनुप - भाकृसांअसं, नई दिल्ली पृष्ठांकन को संस्थान के ई-ऑफिस सूचना-पट्ट पर upload करने हेतु देखें।
Local Admin (e-office), ICAR-IASRI, New Delhi with a request to upload the endorsement on the institute's dashboard of e-office.



भारतीय कृषि अनुसंधान परिषद

Indian Council of Agricultural Research

कृषि भवन, नई दिल्ली - 110001, Krishi Bhawan, New Delhi - 110 001

F.No. : 6(4)/2021-ICT Unit (Comp No. 164120)

Dated the 6th August 2026

CIRCULAR

Subject: Strict Compliance with Aadhaar Enabled Biometric Attendance System (AEBAS) / Face Authentication Attendance Guidelines

It has been observed by the Competent Authority that the Aadhaar Enabled Biometric Attendance System (AEBAS) / Face Authentication attendance guidelines issued vide letter dated 26th August, 2025 (copy enclosed) are not being followed uniformly across DARE / ICAR. For ease of the employees, both Android and iOS based phones can be used for face-based authentication, as per DoPT OM 11013/13/2023-Pers. Policy-A.III dated 15.06.2024, available in public domain. It is further informed that the Nodal Department is planning to integrate AEBAS with eHRMS 2.0. Any non-compliance with the prescribed attendance guidelines may invite administrative action.

2. Further, instructions had also been issued vide the relevant circular directing all Controlling Officers to monitor the daily attendance of officials under their control. At DARE / ASRB / ICAR Headquarters, daily attendance records are automatically sent by e-mail to the concerned Heads of Divisions for this purpose. Divisional heads should bring into the notice of the Nodal Officer if any employees missing / excessive in the daily attendance list. Similar monitoring mechanisms shall also be established and implemented by all ICAR Institutes.

3. All employees / AEBAS users shall ensure that their place of posting (Division / Section) is correctly updated in the AEBAS system at all times. Steps for updating the place of posting in BAS portal were provided in even numbered Circular dated 11.11.2021, and may be referred to (copy enclosed). In case of any technical issue, the concerned employee should immediately contact the designated Nodal Officer. The Nodal Officers shall also conduct periodic special drives to update employees' profiles in the AEBAS system from time to time.

4. All Divisional Heads at ICAR Headquarters, DARE / ASRB and Directors of ICAR Institutes are, therefore, requested to ensure strict compliance with the AEBAS guidelines and the above instructions.

This issues with the approval of the Secretary, DARE & Director General, ICAR.

(Anshul Gupta)
Under Secretary (ICT)

Distribution :

1. All DDGs / ADGs / Divisional Heads at ICAR Hqrs., New Delhi.
2. All Directors, ICAR Institutes.
3. Director, DARE, New Delhi.
4. PPS to Secretary, DARE & Secretary, DARE, Krishi Bhawan, New Delhi
5. PS to AS, DARE & Secretary, ICAR, New Delhi.
6. PS to AS & FA, DARE/ICAR, New Delhi.
7. PS to Secretary, ASRB, New Delhi.
8. eOffice Notice Board
9. Guard File



भारतीय कृषि अनुसंधान परिषद्
Indian Council of Agricultural Research
कृषि भवन, डॉ राजेन्द्र प्रसाद मार्ग, नई दिल्ली-११०००१
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110 001

F.No. 6(4)/2021-ICT (Comp. No.: 164120)

Dated the 26th August, 2025

To

The Directors
All ICAR Institutes

Subject: Implementation of AEBAS / Geo-Fencing enforce attendance guidelines in ICAR- reg

Sir / Madam,

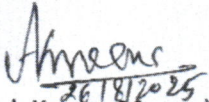
As per the guidelines issued by DoPT Aadhar Enabled Biometric Attendance System (AEBAS) has been implemented in ICAR. Subsequently, Geofence enforce (Face Authentication) attendance on personal device has been implemented at many ICAR Institutes including ICAR Hqrs. It has been observed by BAS team, NIC that in certain instances, the *Roaming Facility* for attendance marking is being exercised on a regular basis. The *Roaming Facility* is intended strictly for **official purposes** only, such as when an officer is on official duty / meeting at another office location, or under unforeseen circumstances preventing marking of attendance at the designated office location.

Each ICAR Institutes is separate instance for BAS system which is being monitored by Director of the respective Institutes. Geofence enforce in BAS is economical and it reduces the purchase / maintenance cost of wall / desktop machines but it requires proper monitoring. In order to ensure accuracy, punctuality / discipline and uniform policy in entire ICAR system the following guidelines should be followed.

- Director of the respective Institute should initiate all possible efforts for implementation / extension of Biometric Attendance System (BAS) facility at ICAR Institute including Labs, Field farm where it is feasible for regular employees.
- In case of Geofence enforcement, the advisable permitted distance for marking attendance may be normally **limited to 100 meters** or limited to Institute's physical boundary from the designated / office location.
- All office locations, Laboratories, Field farms must be accurately geo-tagged within their **physical boundaries (periphery) of the Office / Institute premises** to avoid any misuse or incorrect attendance marking.
- Any attendance marking points that fall **outside the designated office / Institute premises** must be identified and **corrected by the respective Nodal Officer**.
- The Roaming facility should not be allowed to avoid it's misuse by the employees.
- Any deviation or misuse of attendance policy may invite administrative action as deemed appropriate by the Competent Authority.

This issues with the approval of Secretary, DARE and DG, ICAR.

Yours faithfully,


(Ashok Kumar Meena)
26/8/2025
Deputy Secretary (ICT)

Copy to:

- All DDGs ICAR Hqrs.
- ADG (ICT) / Secretary, ASRB / JS (Pers/TS) / Director (Admin) / Director, DARE.
- PPS to Secretary, ICAR / PPS to FA (DARE / ICAR)
- Guard File



भारतीय कृषि अनुसंधान परिषद
Indian Council of Agricultural Research
कृषि भवन, नई दिल्ली - 110001 Krishi Bhawan, New Delhi – 110 001

F. No. ICT Unit - 6(4)/2021-ICT

Dated the 11th November, 2021

C I R C U L A R

Subject: Updation in Aadhar Enabled Biometric Attendance System (AEBAS) - reg.

This has reference to the Council endorsement F.No. 21-25/2021-CDN dated the 5th November, 2021 whereby DOPT OM F.No. 11013/9/2014-Estt.A.III dated the 1st November, 2021 regarding Resumption of Biometric Attendance w.e.f. 8th November, 2021 was circulated in the Council.

Since AEBAS has been resumed in ICAR, all ICAR employees / officers posted at ICAR Hqrs. are requested to check / update their details in BAS Portal as per the following steps:

1. Go to URL: <https://www.attendance.gov.in>
2. Click login, Enter **User Name** (your six digit attendance ID) and **Password**
3. In case you forget the password, you may reset it by clicking **forgot password link**
4. After successful login, Click Tab "**Update**">>"**Organization Details**">> and **Check / update your information if needed**

Not registered users on AEBAS System, may please contact ICT Unit for registration.

(K P Singh)
Principal Scientist (ICT) &
Nodal Officer, AEBAS

Copy (through eOffice portal) to

- All employees / officers posted at ICAR Hqrs. Delhi