

F. No. Z.18025/14/2021-Admn.-I  
Government of India  
Ministry of Health & Family Welfare  
Directorate General of Health Services  
Administration-I Section

Nirman Bhawan, New Delhi  
Dated the: 17th November, 2021

**Office Memorandum**

Subject:- Marking and punctuality of attendance in Dte.GHS.

The undersigned is directed to refer to DoP&T's OM dated 01.11.2021, MoH&FW O.M. dated 15th November, 2021 and this Directorate's O.M. No. A.44018/1/2019-Admn.-I-Part(1), dated 08th November, 2021 and dated 12th November, 2021 on the subject cited above and to say that some employees are still not marking attendance in AEBAS and also not adhering the office timing strictly. It has also been observed that some officers are yet to get enrolled in AEBAS which has been viewed seriously at appropriate level.

2. It is therefore requested to mark attendance through AEBAS only strictly following office timing failing which necessary action as per extant Govt. of India rules would be taken.

3. It is further stated that who have not yet got enrolled in AEBAS must get enrolled immediately and start marking attendance in AEBAS without fail.

This has approval of competent authority.

(Arindam Banerjee)  
Deputy Director (Admn.)

To,

All Officers/Officials of Dte.GHS.

Copy to:

1. PS to JS(RM), Dte.GHS.
2. PA to Director (HQ), Dte.GHS.
3. DD (GA) for uploading in website.