

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

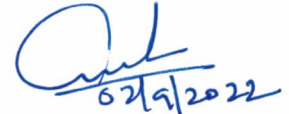
Nirman Bhawan, New Delhi
Dated the 2nd September, 2022

OFFICE MEMORANDUM

Subject:- Mandatory marking of attendance in Bio-metric Attendance System & adhering time schedule of Office Hours by the Officers/Officials of Dte.GHS.

The undersigned is directed to circulate herewith a copy of Office Memorandum No. Z.28015/45/2021-Estt.-I, dated 24.08.2022 of MoHFW for necessary compliance.

Encls:- As above.



(Sanjay Katiyar)
Deputy Director (Admn.)

To,

1. All Officers/Officials of this Directorate.

Copy to:-

1. PSO to DGHS.
2. PS to JS(HS), Dte.GHS.
3. PA to Director (HQ), Dte.GHS.
4. DD(GA) for uploading on Website.

Government of India
Department of Health and F.W.
(Establishment I Section)

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New Delhi Nirman Bhawan
Dated 24.08.2022

OFFICE MEMORANDUM

Subject: Mandatory marking of attendance by the employees of DoHFW in the Biometric Attendance System (BAS) -reg

It has been observed that a few Officials of the Department have not been marking their attendance on Aadhar Enabled Bio-metric Attendance System(AEBAS) in violation of instructions on the subject.

The undersigned is directed to impress upon all the Officers/Officials of the Department the need for marking attendance twice a day on AEBAS as per extant instructions following COVID appropriate behaviour. Officers/Officials who have recently joined the Department and are yet to get their Bio-metric attendance account transferred from their previous organization/Department/ Ministry or get themselves enrolled on the AEBAS are advised to do so immediately and start marking attendance.

Attendance of all Officers/Officials will be closely monitored. Habitual late attendance, non marking of attendance etc. will be dealt with strictly as per Rules which may result in deduction of leave, treating the period as unauthorized absence, loss of pay, Disciplinary Proceedings etc.

All are advised to take note of the above.

Digitally Signed by Rajeev
(Rajeev Jaiswal)
Under Secretary to the Government of India
Date: 24-08-2022 10:45:25
Reason: Approved
Tel.: 23061323

To

All employees of DoHFW
(Through E Office Portal)