# Indian Council of Agricultural Research
## Krishi Bhavan, New Delhi

F.No.  Admn-8(3)/2014-WS                          Dated 15th October, 2014

**CIRCULAR**

**Subject:**    **Introduction of (Aadhaar Enabled Biometric Attendance System) AEBAS.**

Reference is invited to circulars of even number dated 12.8.2014, 21.8.2014, 2.9.2014 and 12.9.2014 on the above subject. All those who have been registered on the Aadhaar Enabled Biometric Attendance System (AEBAS) have already received confirmation as well as directions on their respective mobile phones to start marking their attendance on the AEBAS. In this context, the following instructions may be noted for compliance:-

(i)      All the officers/officials of DARE/ICAR Hqrs. who are enrolled on the AEBAS may now mark their attendance on the **Aadhaar Based Biometric Machines only**.

(ii)     Those officials/officers who do not have Aadhaar Cards must take immediate action, as already advised, to get Aadhaar Cards and to enrol themselves on the Aadhaar Based Biometric Attendance System expeditiously. Instructions have also been received from the Department of Electronics & Information Technology, which is the Nodal Ministry in this case, to ensure that cent percent enrolment of all the employees on the Aadhaar Based Attendance System is to be done as early as possible and in any case before October 25, 2014. Attendance, if not marked on AEBAS after 25.10.2014, will not be treated as on duty. **Non-compliance will be viewed seriously.**

(iii)    In KAB-I, KAB- II and NASC, Pusa where Desktop devices have been installed in various Divisions, all the officials are requested to ensure that attendance is marked on the desktop devices. The sections /divisions where these desktop devices are installed may be made accessible to all the officials/employees to mark their attendance. The locations where the desktop devices have been installed in KAB-I & II and NASC Complex Pusa are enclosed.

(iv)     Employees who are working on contract basis, including outsourced personnel, may continue to mark their attendance on the ICAR biometric machines installed in various buildings viz. (Krishi Bhavan, KAB-I, KAB-II and NASC) till further orders. They may however contact the concerned Establishment section immediately for registering themselves on the Aadhaar Based System.

(K.K. Kulshrestha) 15-10-14.
**Deputy Secretary (WS & Cash)**

**Distribution:-**

1. All Officers/Sections of DARE/ICAR Headquarters at Krishi Bhavan/KAB-I/II/NASC Complex, New Delhi.
2. Director (DARE)
3. Secretary, ASRB
4. Deputy Secretary (GAC), ICAR
5. DKMA for placing the circular on ICAR's website

## Details of Desktop Machines installed in KAB-I/II and NASC Complex

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| **Fisheries Division** |
| PPS to DDG(Fy.), Room No.-310, KAB-II |
| **Agril. Extn. Division** |
| PS to DS(Agril. Extn.), Room No.- 318, KAB-I |
| **Education Division** |
| Examination Cell(Edn.), Room No.-216, KAB-II |
| EQR Section(Edn.), Room No.-325, KAB-II |
| **Horticulture Division** |
| PPS to DDG(Hort.), Room No.-421, KAB-II |
| **NRM Division** |
| DS(NRM), Room No.-105, KAB-II |
| **Engineering Division** |
| Engineering Section, Room No.-403 |
| **Works Division** |
| Engineering Cell, Room No.-410, KAB-I |
| **ASRB** |
| Secretary, ASRB, Room No.-207, KAB-I |
| DS, ASRB, Room No.-112, KAB-I |
| Reception, ASRB |
| ASRB(Networking Centre) |
| Chief Tech. Officer, ASRB, 110, KAB-I |
| **NAIP** |
| SO, NAIP, Room No.-518, KAB-II |
| **DKMA** |
| Asstt. Chief Technical Officer, DKMA, Room No.- 501, KAB-I |
| Genl. Admn., DKMA, Room No.- 614, KAB-I |
| Chief Technical Officer, DKMA, Room No.- 713, KAB-I |
| **Others** |
| E&M Section, NASC |
| National Coordinator, NBFSARA, Room No.-707, KAB-I |
| PS to ADG(IP&TM), Room No.- 414, KAB-I |
| US(Service Section), Room No.- 223, KAB-II |
| International Guest House, NASC Complex |