

No. 12/14/2014-OM&WS
Union Public Service Commission
OM&WS Section

Dated: 24th September, 2015

OFFICE MEMORANDUM

Subject: - Implementation of AADHAAR Enabled Biometric Attendance System (AEBAS) in UPSC - reg.

AADHAR Enabled Biometric Attendance System (AEBAS) shall be implemented in the office of the Commission from 1st October, 2015.

2. Biometric attendance system is an enabling platform for marking of attendance in the office through biometric authentication. For implementation of this system, PC based and Wall Mounted Standalone devices have already been put in place by NIC in the Rooms and Office premises of the Commission. Adequate numbers of machines have already been installed to avoid long queue and inconvenience during office opening and closing time. Apart from Standalone and PC based devices, two IRIS devices have also been installed - one at the Facilitation Counter and other at the Reception of Ayog Sachivalaya Building.

3. Officers and Staff of the Commission can mark their attendance through any of the Wall Mounted Standalone devices. However, PC based devices are to be used on sharing basis only. Instructions for the use of these devices are enclosed at Annexure.

4. The following rules are required to be followed on pilot basis by all the Officers and Staff of the Commission for operation of the system:-

- (i) It will be mandatory for all the Officers and Staff of the Commission to mark their attendance at arrival and at departure through Biometric Attendance System (BAS) from 1st October, 2015 on regular basis.
- (ii) Office timings in UPSC are from 9:30 AM to 6:00 PM with 30 minutes of lunch break from 1:30 PM to 2:00 PM and these are to be scrupulously observed by all the Officers and Staff of the Commission without exception.

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