

From

The Chief Secretary to Government, Haryana

To

1. All the Clerks of Haryana Civil Secretariat.
2. All the Group 'D' Officials (i.e. Peon-Cum-Chowkidar, Helper to Lineman RAX, Cane Worker and Frash) of Haryana Civil Secretariat.

Memo No: 19/30/2019-8E-II

Dated: 27.05.2019

Subject:- Regarding Attendance through AEBAS (Aadhar Enabled Biometric Attendance System).

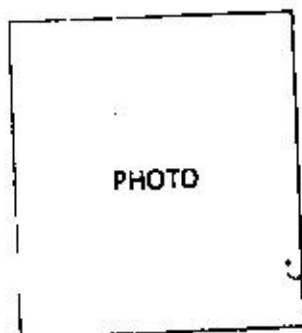
Reference on the subject noted above.

2. Vide Haryana Government letter No. 6/14/2015-MC, dated 27.03.2015, it was decided to implement Aadhar Enabled Biometric Attendance System(AEBAS) in the Haryana Government offices and accordingly the same has been implemented in Haryana Civil Secretariat. But it has been come to the notice of the office that some of the newly recruited officials i.e. Clerks, Peon-Cum-Chowkidar, Helper to Lineman RAX, Cane Worker and Frash etc have not registered themselves with AEBAS (Aadhar Enabled Biometric Attendance System) till date, so, their attendance is not being recorded on the system. Therefore, all the officials who have not registered themselves on AEBAS are directed to report in Establishment-II Branch with a copy of Aadhar Card to complete the required formalities within 3 days failing which strict action will be taken against them as per rules.


Superintendent Establishment-II
for Chief Secretary to Government, Haryana.

27-5-19

**PERFORMA FOR AADHAAR ENABLED BIOMETRIC ATTENDANCE
SYSTEM (AEBAS)**



1. Employee Name _____

2. Date of Birth _____

3. Gender _____

4. Aadhaar No. _____

5. E-Mail _____

6. Mobile No. _____

7. Organization Name _____

8. Employee Type (Govt./Contractual/Daily Wages/Out Sources
Etc.) _____

9. Office Location _____

Signature of the employee

Designation _____

Place of Posting _____