

आय .सी .एम .आर .- राष्ट्रीय प्रजनन एवं बाल स्वास्थ्य अनुसंधान संस्थान
ICMR- National Institute for Research in Reproductive and Child Health
भारतीय आयुर्विज्ञान अनुसंधान परिषद
(Indian Council of Medical Research)
जे .एम .पथ, परेल, मुंबई-400012
J.M. Street, Parel, Mumbai-400012

No. C-11011/6/2014-Admn

02.05.2025

परिपत्र/CIRCULAR

यह परिपत्र दिनांक 01.02.2024 के पूर्ववर्ती समसंख्यक परिपत्र के संशोधन में जारी किया जा रहा है। प्रत्येक कर्मचारी/अधिकारी से यह अपेक्षा की जाती है कि वह सुबह 09:00 बजे तक अपनी सीट पर उपस्थित होकर कार्य प्रारंभ कर दे, जब तक कि उसने विलंब से उपस्थिति के लिए पूर्व में विशेष अनुमति प्राप्त न की हो।

This Circular is issued in modification of earlier Circular of even number dated 01.02.2024. Every member of the Staff/Officer is expected to be in his or her seat and to start work by 09:00 A.M., unless prior special permission for late attendance has been obtained.

आगमन के समय में 30 मिनट की छूट की अनुमति किसी भी अप्रत्याशित आकस्मिकता, विशेष रूप से मुंबई में यात्रा के दौरान उत्पन्न होने वाली आकस्मिकताओं को कवर करने के लिए दी जा सकती है। हालांकि, इस छूट का उपयोग करने वाले कर्मचारियों के लिए उसी दिन अतिरिक्त समय लगाकर देरी की भरपाई करना अनिवार्य होगा (उदाहरण के लिए, यदि कोई सुबह 9:25 बजे कार्यालय आता है, तो उसे शाम 5:55 बजे तक कार्यालय में कार्य करना होगा)।

A grace period of 30 minutes may be allowed in respect of arrival time to cover unforeseen contingencies, specifically in the context of contingencies occurred during travel in Mumbai. However, it would be mandatory for staff utilizing this grace period to compensate for the delay by investing additional time on the same day (for example, if someone arrives at the office by 9:25 A.M., they are required to work in the office until 5:55 P.M.).

इसके अतिरिक्त, जो कर्मचारी कार्यालय जल्दी आना या देर से जाना चाहते हैं, उन्हें भी अपने पूरे कार्यालय घंटे (08:30 घंटे) पूरे करने होंगे। ऐसे कर्मचारियों को निदेशक से पूर्व अनुमति प्राप्त करना आवश्यक है। ऐसी व्यवस्थाओं के लिए अनुरोध इस परिपत्र के जारी होने के 7 दिनों के भीतर अपने संबंधित विभाग/अनुभाग प्रमुखों के माध्यम से प्रशासन को प्रस्तुत करना होगा। कृपया ध्यान दें कि ऐसी पूर्व लिखित अनुमति के बिना, इस प्रकार की सभी जल्दी जाने या देर से आने को विलंब माना जाएगा और उचित अवकाश काटे जाएंगे।

Furthermore, staff who wish to come to the office early or late must still complete their full office hours (08:30 hours). Such staff are required to obtain prior permission from the Director. If any staff had taken such permission in past, they also have to renew their permissions. Requests for such arrangements should be submitted to the Administration through their respective Division/Section Heads within 7 days of the issuance of this Circular. Kindly note that without such prior written permission, all such early going or late coming will be considered as a late mark and appropriate leaves will be deducted.

जो कर्मचारी विभागीय प्रमुख/सक्षम प्राधिकारी द्वारा सौंपे गए आधिकारिक कार्य प्रतिबद्धताओं के कारण कार्यालय देर से पहुंचते हैं या जल्दी चले जाते हैं, उन्हें एईबीएस (AEBAS) पोर्टल में उचित प्रविष्टियां सुनिश्चित करनी चाहिए।

Those who reach the office late or leave early due to official commitments assigned by the Divisional Head/Competent Authority should ensure appropriate entries are made in the AEBAS portal.

यह दोहराया जाता है कि विलंब से उपस्थिति के प्रत्येक दिन के लिए आधे दिन का आकस्मिक अवकाश (CL) काटा जाएगा। यदि किसी कर्मचारी ने पहले ऐसी अनुमति ली थी, तो उन्हें भी अपनी अनुमति का नवीनीकरण कराना होगा। हालांकि, एक महीने में अधिकतम दो अवसरों पर, और न्यायसंगत कारणों से, एक घंटे तक की विलंब से उपस्थिति (उदाहरण के लिए, 09:00 बजे के आधिकारिक कार्य समय वाले कर्मचारियों के मामले में सुबह 10:00 बजे तक) को सक्षम प्राधिकारी द्वारा माफ किया जा सकता है। आकस्मिक अवकाश (या अर्जित अवकाश, जब आकस्मिक अवकाश उपलब्ध न हो) काटने के अतिरिक्त, आदतन विलंब से आने वाले सरकारी कर्मचारियों के विरुद्ध अनुशासनात्मक कार्रवाई भी शुरू की जा सकती है। कार्यालय से जल्दी जाने को भी विलंब से आने के समान ही माना जाएगा।

It is reiterated that half-a-day's Casual Leave (CL) will be debited for each day of late attendance. However, late attendance up to an hour (for example, up to 10:00 A.M. in the case of staff with official work timings of 09:00 A.M.), on not more than two occasions in a month, and for justifiable reasons, may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available), disciplinary action may also be initiated against Government servants who are habitually late. Early leaving from office is also to be treated in the same manner as late coming.

यह भी अवगत कराया जाता है कि संस्थान की इमारत, बोन हेल्थ क्लिनिक नायगांव, एनसीपीबीआर (NCPBR), और वरली हॉस्टल अब जियो-टैग (geo-tagged) कर दिए गए हैं। इन स्थानों पर तैनात कर्मचारी अब स्मार्टफोन के माध्यम से अपनी उपस्थिति दर्ज कर सकते हैं। आवश्यक एप्लिकेशन (application) स्थापित करने के निर्देश अनुलग्नक-1 पर संलग्न हैं।

It may also be kindly noted that the Institute's building, Bone Health Clinic Naigaon, NCPBR, and Worli Hostel are now geo-tagged. Staff assigned to these locations can now mark their attendance through Smartphones. The instructions for installing the necessary applications are attached at Annexure-1.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है।

This is issued with the approval of the Competent Authority.

श्रीमती स्वाती गायकवाड/Mrs. Swati Gaikwad
वरिष्ठ प्रशासनिक अधिकारी/Sr. Administrative Officer

प्रतिलिपि/Copy To,

1. सभी नियमित कर्मचारी/All Regular Staff
2. सभी विभाग प्रमुख/All Divisional Heads
3. निदेशक के निजी सचिव/PA to Director
4. पुस्तकालय/Library
5. सुरक्षा विभाग/Security Department
6. आईसीएमआर-एनआईआरसीएच लैन/ICMR-NIRRH LAN

ATTENDANCE MARKING THROUGH FACE RECOGNITION On :: PERSONAL MOBILE

AEBAS team has created software for FACE based Aadhaar authentication with UIDAI RD for attendance marking through Face Recognition. For face authentication, picture from the repository of CIDR of UIDAI would be used. In this process face biometric would be used in place of Fingerprint/Iris of the individual.

The application would work in the similar fashion as earlier with the only difference that individual's face would be used.

Earlier the attendance marking was facilitated through Biometric i.e. Fingerprint or Iris.

Keeping in mind the current situation where the world is in the middle of a pandemic, the attendance marking has now been initiated through Face.

The process for attendance marking would remain the same, where in the user would input his/her attendance ID and would be prompted to show the face. On successful attendance marking, the display would show attendance opening and/or attendance closing for that particular employee

The application is available for Android devices only (minimum requirement stated in the document).

Installation process for the same is explained below

If your attendance marking ID is 6- digit / 8-digit refer [Annexure – A](#)

In case of any query please contact: 1800 111 555 or raise ticket at <https://servicedesk.nic.in/>

General Attendance Marking Guidelines:

1. The individual marking attendance should ensure that there is Good Light on the face.
2. User should follow all the instructions shown on the RD screen.
3. There should not be any multiple objects/persons in the background.

Minimum Device Specification:

Android version above 9, RAM 4+GB, Camera 5 MP and above.
iOS software version 14 and above

Installation application initial steps:

1. Download and Install the Aadhaar Face RD APP from the Google Play Store/AppStore.

AadhaarFaceRD

Unique Identification Authority Of India



2. Download and Install the AadhaarBAS App from the Google Play Store/AppStore.

AadhaarBAS

National Informatics Centre.



May please refer [Annexure -A](#) for further action

3. To know your Geo Lat Long may please use the app present in your Employee Login:

<https://attendance.gov.in/update/employee/entryPoint>

Visit Organization URL.

In case, if latitude - longitude not configured with your entry point. Share your Attendance_ID, Employee Name, OfficeLocation, GPS Lat-Long, Entry Point (Contact the Org Nodal Officer)

***** Please ensure that your office location is mapped correctly.***

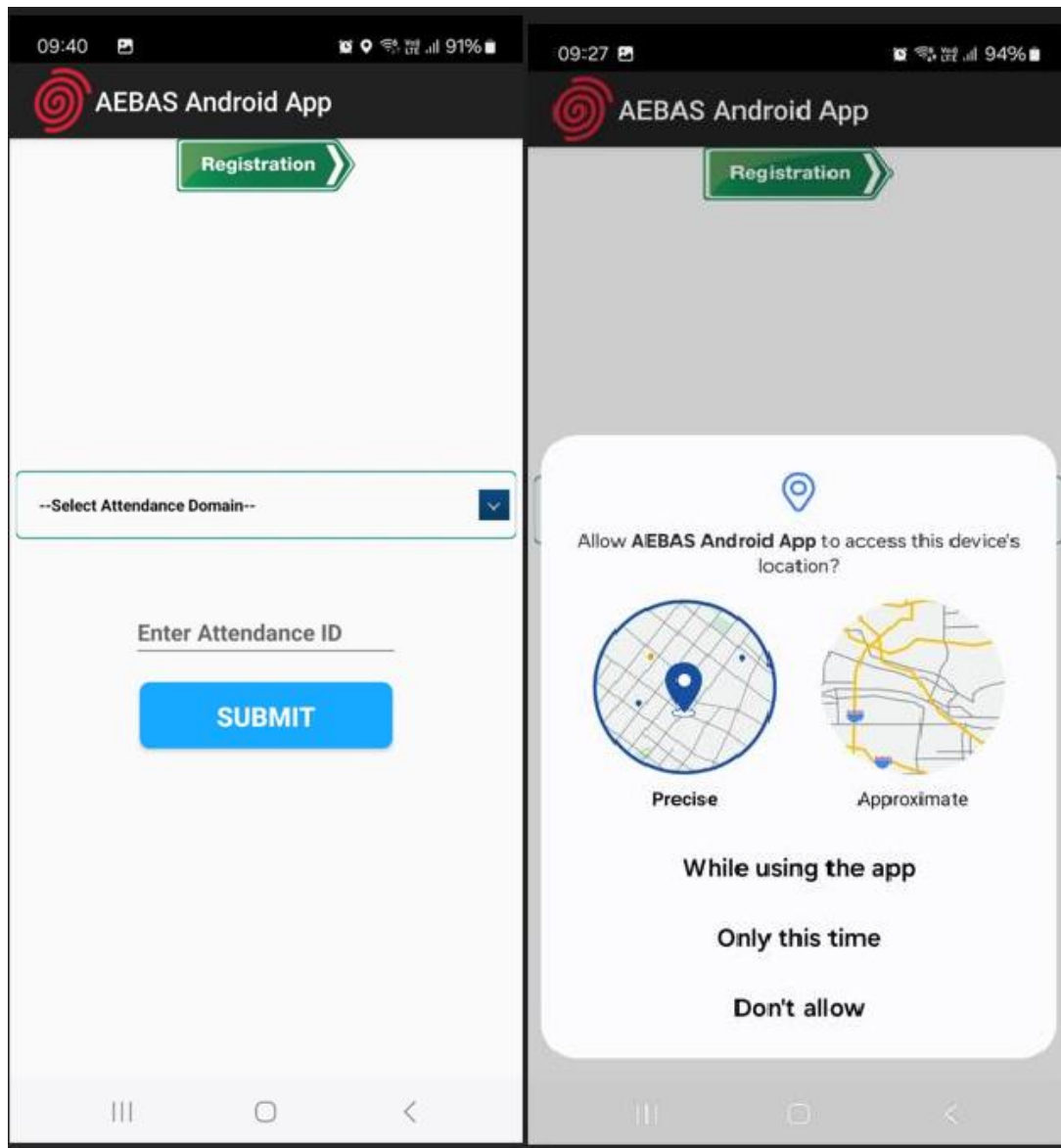
You may check it in employee login in the attendance portal

If office location incorrect, may please update the office location

***** Ensure that latest versions of AadhaarFaceRD and AadhaarBAS App are installed/used for usage of APP.***

**Annexure A : Attendance Marking Screen for marking through Personal Device
Android**

1. Open the FACE BAS APP



2. Select the Domain in which attendance is required to be marked (i.e. Delhi Central; attendance.gov.in /Central; central.attendance.gov.in/ States/Schemes)



3. Enter the attendance ID, in which the employee is registered (i.e. if Delhi Central 6 digit attendanceID ; or Central/State, etc.; central.attendance.gov.in, 8 digit attendanceID) and click on Submit



10:02

AadhaarBAS

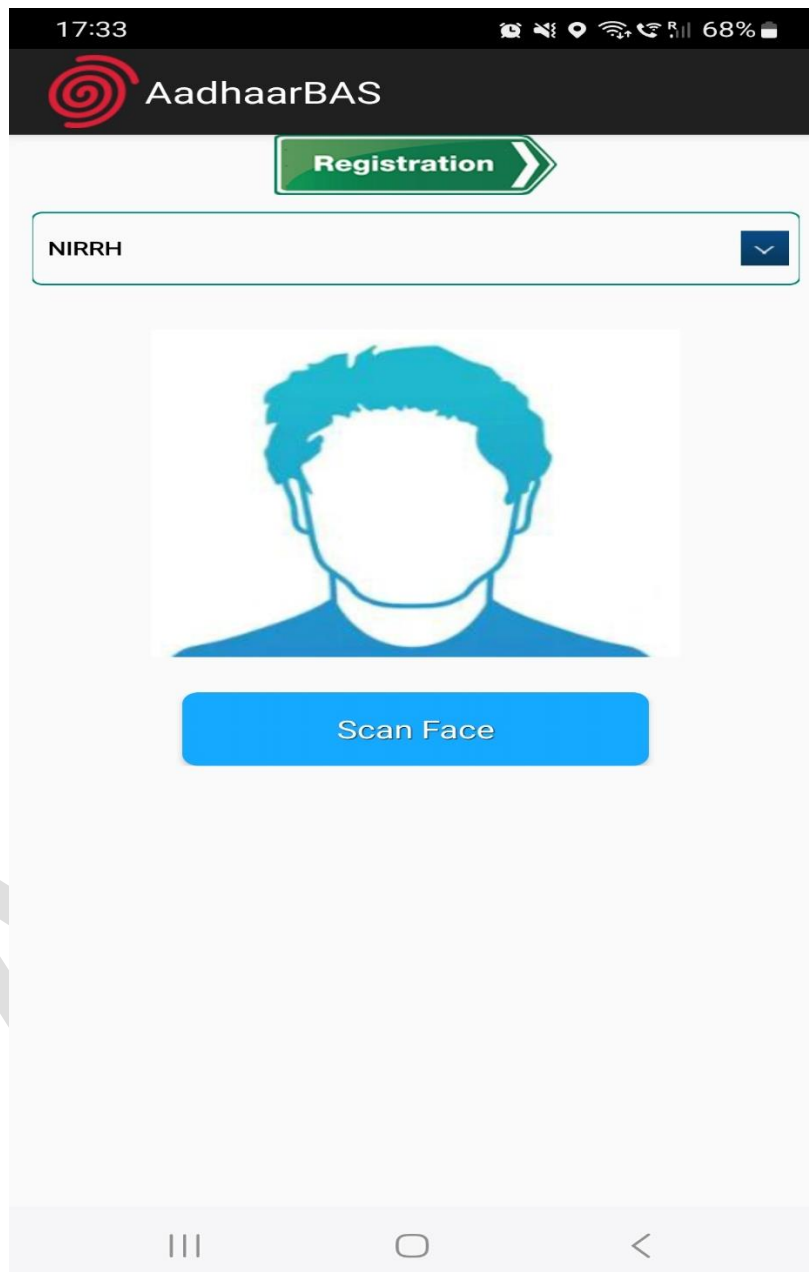
Registration

Central Government- (Outside Delhi 8-digit)

11111111

SUBMIT

4. Choose the Entry point from where the employee will mark attendance.



To know your Geo Lat Long use the may please download the app present in your Employee Login:

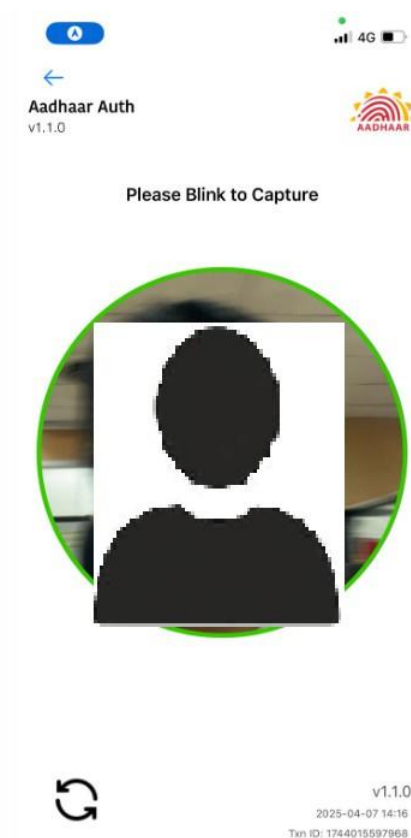
<https://attendance.gov.in/update/employee/entryPoint>

Visit Organization URL.

In case, if latitude - longitude not configured with your entry point. Share your Attendance_ID, Employee Name, OfficeLocation, GPS Lat-Long, Entry Point (Contact the Org Nodal Officer)

.....

Ensure the "Scan Biometric" is clicked and authentication is completed.



5. Attendance Marking screen will be prompted.
Ensure that the checkbox is clicked.

12:29 4G

https://attendance.gov.in

75, Organisation: National Informa

उपस्थिति क्रमांक/
Attendance Id 111111

PERSONAL BAS DEVICE ID: 111222

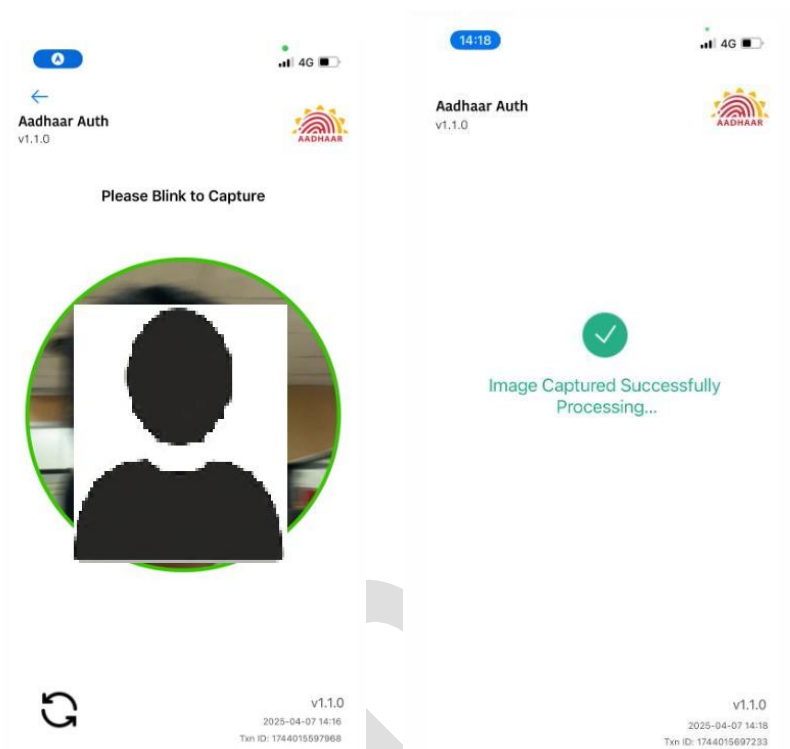
☐ मैं अपनी उपस्थिति दर्ज करने और अपने संगठन के साथ अपना उपस्थिति डेटा साझा करने के लिए आधार बायोमेट्रिक प्रमाणीकरण के लिए Meity NIC (AUA) को अपनी सहमति देता हूँ।/ I give my consent to Meity NIC (AUA) for Aadhaar Biometric Authentication for marking my attendance and sharing my attendance data with my organization.

उपस्थिति आईडी दर्ज करें/ Enter Valid Attendance ID

1	2	3	Bksp
4	5	6	Reset
7	8	9	0

12:29-4 223.228.201.94

6. User will show the face and attendance will be marked



7. The attendance is successfully marked and the Attendance In/out would be recorded



8. Geo- Fencing Policy Update ::

Click on the 3 dots, on the extreme right panel to check for the geo fencing policy update



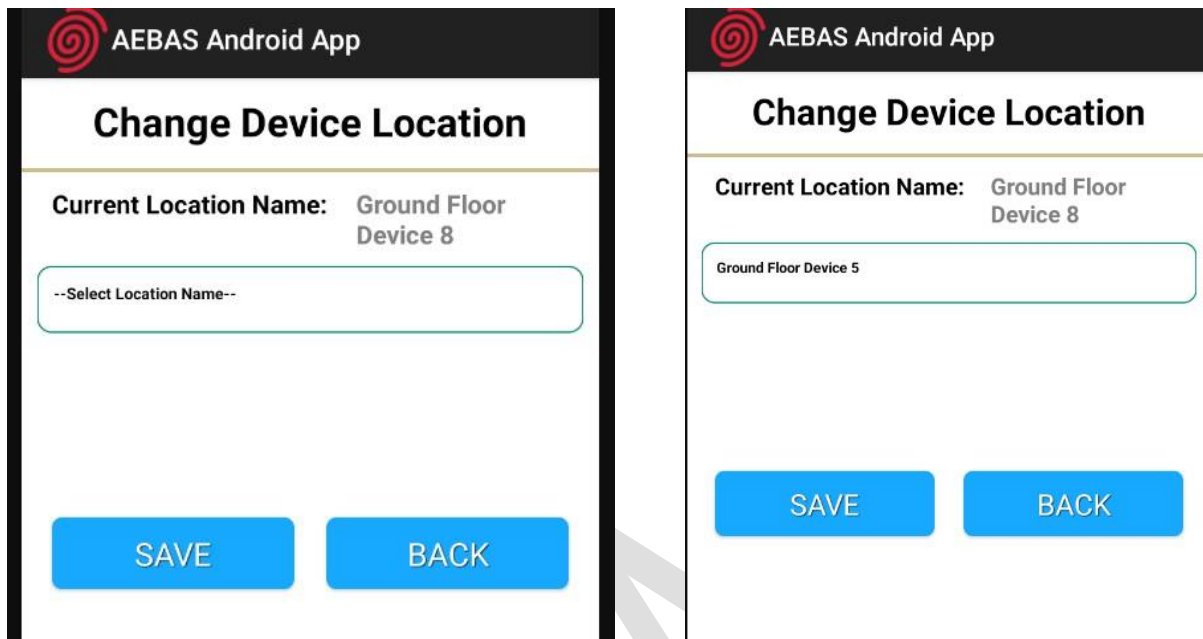
May click on “Update Geofencing Policy”, if update is available, the policy will be updated

9. Change Device Location ::

Click on the 3 dots, on the extreme right panel to check for the Change of Device Location



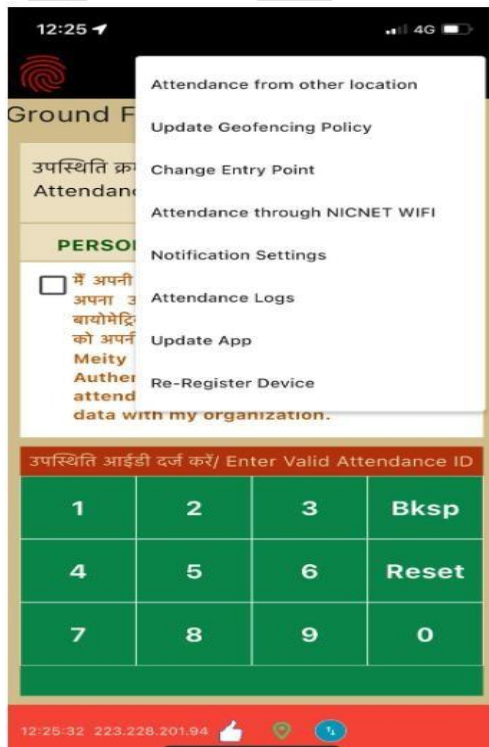
Choose the Device Location from the list specified



Save the location , the status will be updated on the user screen:

10. [Notifications](#)

Click on the 3 dots, on the extreme right panel to check for the Notifications Settings



This feature would allow the user to set the notification for Attendance Marking time in the morning and evening.

By using this feature, the user can set the time for which the notification is desired.

Settings

Notification Settings:

Notification facility will remind you regarding marking of attendance when you are in office geolocation or IP range

Do you want notification : ☒ Yes ☐ No

Select days for notification

☐ Sun ☒ Mon ☒ Tue ☒ Wed

☒ Thu ☒ Fri ☐ Sat

Select time range for notification:

Morning Time : From 8:45 To 9:15

Evening Time : From 17:15 To 18:15

Time interval to check your location/IP (in minutes): 5

Do you want to enter Office Wifi IP's ☐ Yes ☒ No

BACK **SAVE**

A. User to choose if the notification is required

B. User to select the days for which the notification is required.

C. User to mention the start time and end time for morning notification and evening notification
Based on this the notification would be sent to the user

D. User to mention the office WiFi IPs, if the attendance is to be marked within the office network.

All the options chosen should be saved for successful notification on the user device.

11. Attendance Logs

All the Attendance marked on the personal device only would be shown with the Attendance ID, date, attendance marked time, the response code received from UIDAI and the status.

May note only 20 transactions would be displayed.



SI No.	Attendance ID	Date & Time	Response Code	Status
1	123456	26-09-20 24 08:54:03	ce99b62eada14 bd18c1e8e7df9 6e9904	Opening
2	123456	25-09-20 24 17:31:34	2579c81627c64 d00bb2ca4e6e e83c6e8	Closing
3	123456	25-09-20 24 08:52:47	8828d229b17d 4bc587dc61a00 9284368	Opening
4	123456	24-09-20 24 17:20:45	49f7dcb4fba24 6a396522b68e 70b6668	Closing
5	123456	24-09-20 24 08:30:06	2bf17839b1184 89e96a3484dfa 122118	Opening
6	123456	24-09-20 24 08:29:50	63793234fd794 460b1ba0b72b2 40e5fa	300
7	123456	23-09-20 24 13:08:13	e0050d43fdf24 7b08248c4654 9714794	Closing

12. Attendance from other Location

In this case the attendance would be recorded as Roaming and same would be displayed in the Nodal Login.

13. Re-Register Device

If the Employee has been transferred from Central to the State, the employee can now re-register the device with the attendance ID and mark attendance post successful registration of the device.

AEBAS