

भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
रेलवे बोर्ड (Railway Board)

Office Order No. 05 of 2020

Sub.: Biometric Attendance System in Board's Office

Marking of attendance through Aadhar Enabled Biometric Attendance System (AEBAS) is mandatory for all Officers/Staff working in Board's Office w.e.f. 1 January, 2015(OO 80 of 2014 refers and 73 of 2017.). It is, therefore, compulsory on part of all Officers/Staff to strictly mark their attendance through AEBAS and adhere to Office timings viz. 9 AM to 5:30 PM without fail. Instructions were also issued for registration/updation of Biometric data at the time of Joining/Promotion/Transfer by mentioning the same in their handing/taking over report(Joining Report) and forwarding the same to concerned ERB and Cash Section alongwith PAO and Sr. Programmer, RBCC.

2. Accordingly, all Officers/Staff working in Board's Office should invariably record their attendance through AEBAS. In case, if any of Officers/employees are not registered, they may register themselves in AEBAS system as early as possible. For solving problem for registration in AEBAS System, they may contact RBCC(Technical problem) and O&M Unit(Administrative problem).

3. It may be noted that Officers/employees would themselves be responsible for any future action taken by the Competent Authority for not marking attendance/not registering under AEBAS.

4. Strict compliance of extant instructions is solicited from all concerned. All AMs/PEDs and other Officers should issue suitable directions for compliance by the staff working under their control.

No. 2019/O&M/9/1

Dated: 16.01.2020



(B. Majumdar)

Joint Secretary/Railway Board

All Officers/Branches in Board's Office, Metro Station Building,
Pragati Maidan and Dayabasti, New Delhi.