



भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड) (RAILWAY BOARD)



**Office Order No. 34 of 2023**

**Sub : Biometric Attendance and Punctuality of Officials in Board's Office**

Aadhar Enabled Biometric Attendance System (AEBAS) was enabled for marking of Attendance of Officials working in Board's Office vide Office Order No. 80 & 91 of 2014. Instructions on adherence to office timings and proper monitoring of Biometric Attendance System by supervisors have been brought out vide Office Order No.107 of 2016 and 73 of 2017 wherein directives have been issued for Section Officers and Executive Directors to strictly ensure punctuality by all Officers/Staff working under them.

2. Recently, it has been observed that percentage of Employees(both Officers/Staff) coming to office in time has considerably declined which has been viewed seriously by the Administration.

2.1 The normal hours of attendance at office are from 9.00 a.m. to 5.30 p.m. on all working days with a lunch interval of half an hour from 1.00 p.m. to 1.30 p.m. All officials of this office are expected to be in his/her seat and at work by 9.00 a.m. All Officers may also ensure that not only staff working under them but they themselves should also adhere to Office timings.

3. After the implementation of Aadhar Enabled Biometric Attendance System(AEBAS), there is no change in the instructions relating to office hours, late attendance etc. which inter alia provides that half-a-day's Casual Leave will be debited for each day of late attendance. However, late attendance upto an hour not more than two occasions in a month and on justifiable grounds may be condoned by the competent authority. In addition to debiting Casual Leave (or L.A.P. when no Casual Leave is available), disciplinary action can also be taken against the railway servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.

4. Instructions for proper monitoring of attendance/punctuality of officials working in Board's Office have already been issued vide Office Order No.107 of 2016. Concerned Officer may report the matter regarding staff who are habitual late comer to ERB sections. Any issues related to registration/marketing of attendance in AEBAS or monitoring of attendance may be reported to Sr.Programmer/RBCC.

5. The above instructions may be adhered to by all officers/staff without fail.

No.2023/O&M/9/1

Dated:- 06.06.2023

(T. Srinivas)

Joint Secretary/ Railway Board

Tele No.: 011-47845551

Email ID : t.srinivas1@gov.in

**All Officers/Branches in Board's Office, COFMOW and Dayabasti, New Delhi.**

**Copy to : EDPG/MR, EDPG/MoSR(D), EDPG/MoSR(J)**





भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड) (RAILWAY BOARD)



**2023 का कार्यालय आदेश सं. 34**

**विषय : बोर्ड कार्यालय में अधिकारियों की बायोमेट्रिक उपस्थिति और समयपालन**

2014 के कार्यालय आदेश सं. 80 और 91 के तहत बोर्ड कार्यालय में कार्यरत अधिकारियों की उपस्थिति दर्ज करने के लिए आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली संस्थापित की गई थी। 2016 के कार्यालय आदेश सं. 107 एवं 2017 के कार्यालय आदेश सं. 73 के तहत कार्यालय समय के अनुपालन और पर्यवेक्षकों द्वारा बायोमेट्रिक उपस्थिति प्रणाली की उचित निगरानी संबंधी अनुदेश जारी किए गए थे, जिसमें अनुभाग अधिकारियों और कार्यपालक निदेशकों के लिए उनके अधीन कार्यरत सभी अधिकारियों/कर्मचारियों द्वारा सख्ती से समयपालन सुनिश्चित करने के निदेश जारी किए जा चुके हैं।

2. हाल ही में यह देखा गया है कि समय पर कार्यालय आने वाले कर्मचारियों (दोनों अधिकारियों/कर्मचारियों) के प्रतिशत में काफी गिरावट आई है जिसे प्रशासन द्वारा गंभीरता से देखा गया है।

2.1 कार्यालय में सभी कार्य दिवसों में उपस्थिति के सामान्य घंटे 9.00 (पूर्वाह्न) से 5.30 (अपराह्न) बजे तक हैं, जिसमें दोपहर के भोजन का अंतराल 1.00 (अपराह्न) से 1.30 (अपराह्न) बजे तक आधा घंटे का है। इस कार्यालय के सभी अधिकारियों से सुबह 9.00 (पूर्वाह्न) बजे तक उनकी सीट पर और कार्य पर होना अपेक्षित है। सभी अधिकारियों द्वारा यह भी सुनिश्चित किया जाए कि न केवल उनके अधीन कार्यरत कर्मचारी बल्कि वे स्वयं भी कार्यालय समय का पालन करें।

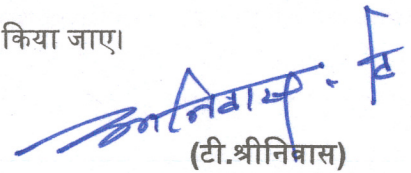
3. आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली के कार्यान्वयन के बाद, कार्यालय समय, देर से उपस्थिति आदि से संबंधित अनुदेशों में कोई परिवर्तन नहीं हुआ है, जो अन्य बातों के साथ-साथ यह उपबंधित करते हैं कि देर से उपस्थिति के प्रत्येक दिन के लिए आधे दिन का आकस्मिक अवकाश काटा जाएगा। बहरहाल, सक्षम प्राधिकारी द्वारा एक महीने में दो बार और न्यायसंगत आधार पर एक घंटे तक देरी से उपस्थिति माफ की जा सकती है। आकस्मिक अवकाश काटने के अलावा (या औसत वेतन अवकाश जब कोई आकस्मिक अवकाश उपलब्ध नहीं है), आदतन देरी से आने वाले रेल सेवकों के खिलाफ अनुशासनिक कार्रवाई भी की जा सकती है। जल्दी जानेवालों के साथ भी उसी तरह से संव्यवहार किया जाएगा जैसे देर से आनेवालों के साथ।

4. 2016 के कार्यालय आदेश सं. 107 द्वारा बोर्ड कार्यालय में कार्यरत अधिकारियों की उपस्थिति/समयपालन की उचित निगरानी हेतु अनुदेश पहले ही जारी किए जा चुके हैं। संबंधित अधिकारी आदतन देरी निगरानी हेतु से आने वाले कर्मचारियों के बारे में ईआरबी अनुभागों को रिपोर्ट करें। आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली में उपस्थिति दर्ज करने/लगाने या उपस्थिति की निगरानी से संबंधित किसी भी मुद्दे की सूचना वरिष्ठ प्रोग्रामर/आरबीसीसी को दी जाए।

5. सभी अधिकारियों/कर्मचारियों द्वारा उपर्युक्त अनुदेशों का सदैव अनुपालन किया जाए।

सं. 2023/ओएंडएम/9/1

दिनांक: 06.06.2023

  
(टी. श्रीनिवास)

संयुक्त सचिव/रेलवे बोर्ड

टेलीफोन नं. 011-47845551

ईमेल आईडी: [t.srinivas1@gov.in](mailto:t.srinivas1@gov.in)

बोर्ड कार्यालय, कॉफमो और दयावस्ती, नई दिल्ली के सभी अधिकारी और शाखाएं।

प्रतिलिपि प्रेषित:

कार्यपालक निदेशक जन शिकायत/रेल मंत्री, कार्यपालक निदेशक जन शिकायत/रेल राज्यमंत्री (डी),  
कार्यपालक निदेशक जन शिकायत/रेल राज्यमंत्री (जे)



**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

**OFFICE ORDER NO. 80 OF 2014**

Sub: Introduction of AADHAR Enabled Bio-metric Attendance System.

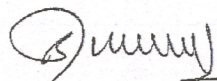
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Department of Personnel & Training vide their Office Memorandum no.11013/9/2014-Estt.(A-III) dated 21<sup>st</sup> November, 2014 (copy enclosed) has advised that an AADHAR Enabled Biometric Attendance System (AEBAS) will be introduced in all the Central Government Offices including attached/subordinate offices in India. The System will be installed in the offices located in Delhi/New Delhi by 31.12.2014. Accordingly, the system of marking attendance in the office of Railway Board (including the office functioning at Pragati Maidan Metro Station Complex) will be effected through AEBAS by 31.12.2014.

2. There is no change in the instructions relating to office hours, late attendance etc. which inter alia provides that half-a-day's Casual Leave will be debited for each day of late attendance, but late attendance upto an hour, 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 L.A.P. when no Casual Leave is available), disciplinary action can also be taken against the railway servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.

3. Strict compliance is solicited.

**No.2014/O&M/9/3  
Dated:0/ /12/2014**

  
**( K. KRISHNAN )  
Jt. Secretary / Rly. Board**

To

All Officers and Branches in Railway Board and also at Pragati Maidan Metro Station Complex office.



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

**OFFICE ORDER NO. 91 OF 2014**

**Sub:- Implementation of Bio-Metric Attendance System in Board's Office**

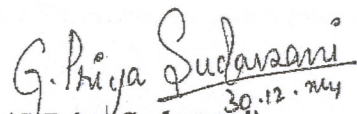
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Attention is invited to Office Order No. 80 of 2014 dated 01.12.2014 regarding effective implementation of Bio-metric Attendance System in Board's office from 1<sup>st</sup> January 2015.

2. All the Officers/staff are, therefore, requested to mark their attendance invariably through AEBAS available at various locations in Rail Bhawan and at Pragati Maidan Metro Station Complex from 1<sup>st</sup> January, 2015 onwards. However, for those whose fingerprints are not being identified by the system, IRIS terminals have been installed at following places for marking attendance:-

- i) Telephone Exchange, Room No 28, Ground Floor
- ii) O&M Brach, Room No.101/C, 1<sup>st</sup> Floor
- iii) Library, Room No 135, 1<sup>st</sup> Floor
- iv) PPS/AM Staff, Room No 209, 2<sup>nd</sup> Floor
- v) DDRS(G)-I, Room No. 340, 3<sup>rd</sup> Floor
- vi) DF(L&F). Room No. 402, 4<sup>th</sup> Floor
- vii) E(Rep)-I, Room No. 505B, 5<sup>th</sup> Floor

3. Technical problems, if any, faced while marking attendance may be reported to DME(C&IS)/Sr. Programmer C&IS Directorate for immediate assistance.

2014/O&M/9/3  
Dated:-30.12.2014

  
(G Priya Sudarsani)  
Deputy Secretary/O&M

All Branches in Board's office and at Metro Bhawan, Pragati Maidan



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

**OFFICE ORDER NO. 107 OF 2016**

Sub:-Monitoring of Attendance and Punctuality through AEBAS

Biometric Machines have been installed in the Ministry of Railways, Railway Board for registering attendance with a view to ensuring and effectively monitoring attendance and punctuality of all its employees as a means to efficient transaction of the office work. Instructions have been issued from time to time on marking of attendance and adhering to the guidelines on punctuality, the last being Office Order No. 61 of 2016.

2. Despite these instructions, it is seen that maintenance of punctuality is steadily declining over a period of time. There are also cases where employees are not marking their attendance at all in AEBAS. In a few cases, disciplinary action has also been initiated/taken, based on attendance report. It is reiterated that employees should record their attendance in AEBAS without fail, both at the time of coming and leaving Office.

3. It has also been decided that regular monitoring of attendance at the branch level should be done by the branch in charge (Section Officers/Deputy Directors) as hitherto when recording of attendance was being done manually on registers.

3.1 For this, the following procedure may be adopted:-

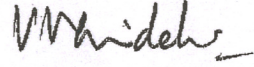
- (i) All Officers/Staff may register/login on 'indianrailways.attendance.gov.in' and enter the details of their Reporting Officer (Name, Designation, Attendance ID) in the 'update information' section.
- (ii) All DDs/Section Officers may form on the website a group of employees reporting to them, through which their attendance can be monitored daily. The procedure for forming the group is indicated at Annexure-I.
- (iii) A summary of the punctuality report of the employees in the branch may be put up once in a fortnight by the branch in charge to the concerned reporting Officers upto ED level, for information and necessary action.
- (iv) For stenographic officials, the officers with whom they are attached may monitor their attendance by following the same procedure as outlined above.

4. All Executive Directors/Directors are requested to ensure that the instructions on monitoring of punctuality outlined in para 3 & 3.1 i.e. updating details of Reporting Officer and monitoring through Group, are strictly followed by the branches working under them. They may also initiate necessary corrective action based on the fortnightly punctuality reports. O&M, as the nodal branch, would also be monitoring overall punctuality.

5. The above instructions may be adhered to by all Officers/Staff without fail.

DA:-As Above

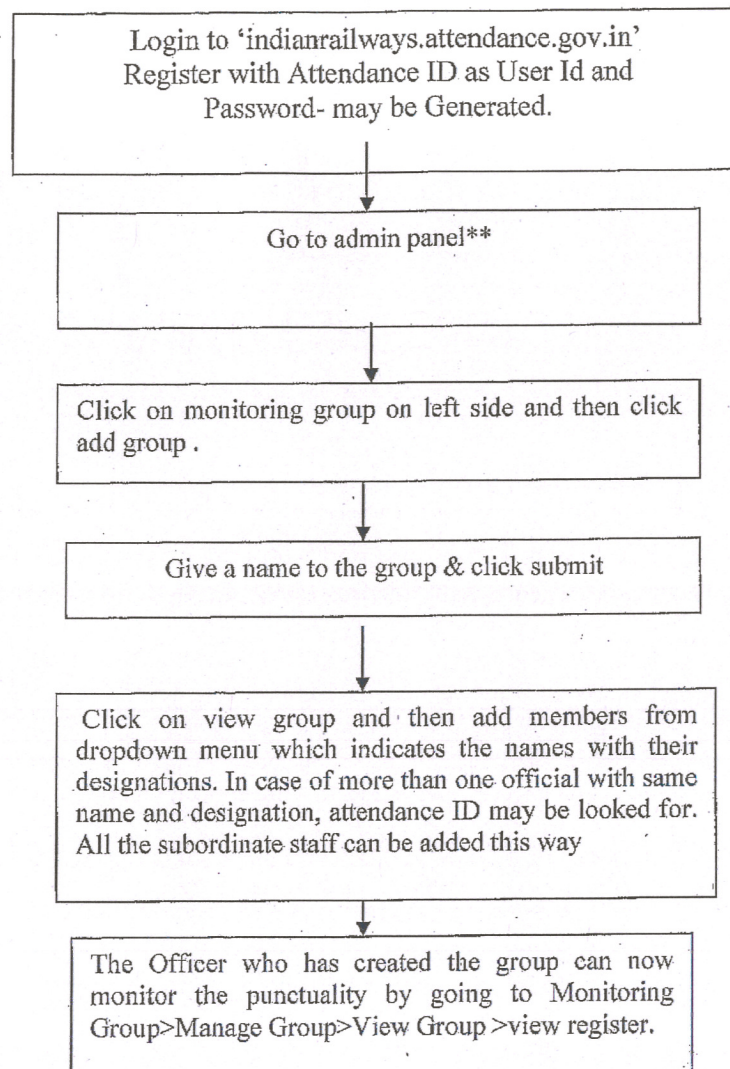
No.2016/O&M/9/1  
Dated: 29/12/2016

  
(V. Vaidehi)  
Joint Secretary/Railway Board

All Officers/Branches in Board's Office and at Metro Bhawan, Pragati Maidan



**FLOWCHART FOR FORMATION OF A GROUP IN ATTENDANCE  
SYSTEM**



a\*\*Note- In case any problem is faced i.e. Admin panel is not reflected or any other issue, the same may be reported to NIC at the following address and phone numbers alongwith a copy to DME/C&IS.

Email-helpdesk-attendance@gov.in

Helpline No:-011-23405046/24305048/24305050/24305059

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भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड) (RAILWAY BOARD)

OFFICE ORDER NO. 99 OF 2017

Sub:- Biometric Attendance

Instructions on adherence to office timings and proper monitoring of Biometric Attendance System by supervisors have been brought out vide Office Order No. 107 of 2016 and 73 of 2017 wherein directives have been issued for Section Officers and Executive Directors to strictly ensure punctuality by all Officers/Staff working under them.

2. Recently, it has been observed that percentage of Employees (both Officers/Staff) coming to office in time has considerably declined.

2.1 It is, therefore, essential that all Officers/Staff may ensure strict compliance of the extant instructions and adhere to Office timings without fail.

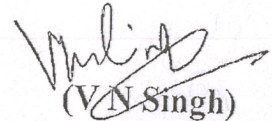
3. For proper monitoring of the attendance, it is essential that all employees may invariably update their reporting officer details in the attendance database. This will ensure effective monitoring by supervisors. All SOs and EDs may also ensure that the employees working under them have updated their reporting Officer details and the attendance may be monitored weekly with remedial measures against habitual late comers. All Officers may also ensure that not only staff working under them but they themselves should also adhere to Office timings.

4. Any issues related to registration/ marking of attendance in AEBAS or monitoring of attendance may be reported to NIC at <https://servicedesk.nic.in> or over the helpline, Toll Free No. - 1800 111 55 or to Sr.Programmer/RBCC.

5. Strict compliance of extant instructions is solicited from all.

2016/O&M/9/1

Dated:-15.12.2017

  
(V.N. Singh)

Under Secretary/O&M  
Railway Board

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