



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

Office Order No. 22 of 2025

Sub. : Monitoring of Attendance of Officials working in Board's Office.

It has been decided to repeal the Office Order No. 70 of 2024 regarding staggered timings under stage-IV of GRAP due to severe+ air pollution. As the air pollution has eased out now, normal timings of office hours i.e. 9:00 AM to 5:30 PM are restored.

2. Despite repetitive instructions, it has been noticed that maintenance of punctuality is declining steadily over a period of time. There are also cases where employees are not marking their attendance in AEBAS. **It is again reiterated that employees should record their attendance in AEBAS failing which will call for strict administrative actions against them.**

3 Instructions for proper monitoring of the Punctuality through AEBAS have already been issued and the same is reiterated time and again. As such, instructions issued vide office order No. 61 of 2024 may be referred for monitoring of punctuality through AEBAS.

4. **All Executive Directors/Directors are again requested to ensure that the instructions on monitoring of punctuality (vide Office Order No. 61 of 2024) 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 monthly punctuality reports.

5. The above instructions may be strictly adhered by all officers/staff.

No.2024/O&M/9/1

Dated: 13.03.2025

(T. Srinivas)

Joint Secretary/ Railway Board

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

EDPG/MR, JDPG/MoSR(S), Sectt. of MoSR(R)

2025 का कार्यालय आदेश सं. 22

विषय: बोर्ड कार्यालय में कार्यरत अधिकारियों की उपस्थिति की निगरानी।

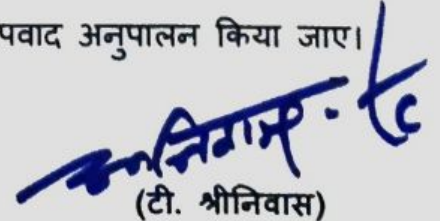
गंभीर वायु प्रदूषण के कारण संशोधित ग्रेडेड रिस्पांस एक्शन प्लान (जीआरएपी) के चरण-IV के अंतर्गत क्रमिक समय के संबंध में 2024 के कार्यालय आदेश सं. 70 को निरस्त करने का विनिश्चय किया गया है। चूंकि अब वायु प्रदूषण कम हो गया है, इसलिए कार्यालय अवधि के सामान्य समय, अर्थात् 9:00 से 5:30 तक, पुनः शुरू किया जाता है।

2. दोहराए गए अनुदेशों के बावजूद, यह देखा गया है कि समय के साथ समयपालन में लगातार कमी आ रही है। ऐसे मामले भी हैं जहां कर्मचारी आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली (ईबीएस) में अपनी उपस्थिति दर्ज नहीं कर रहे हैं। यह पुनः दोहराया जाता है कि कर्मचारियों द्वारा आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली में अपनी उपस्थिति दर्ज की जानी चाहिए अन्यथा उनके खिलाफ कड़ी प्रशासनिक कार्रवाई की जाएगी।

3. आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली के माध्यम से समयपालन की उचित निगरानी हेतु अनुदेश पहले ही जारी किए जा चुके हैं और इन्हें बार-बार दोहराया गया है। इस प्रकार, 2024 का कार्यालय आदेश सं. 61 के तहत जारी अनुदेशों को समयपालन की निगरानी हेतु आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली के माध्यम से संदर्भित किया जाए।

4. सभी कार्यपालक निदेशकों/निदेशकों से फिर से अनुरोध किया जाता है कि वे समयपालन की निगरानी के संबंध में दिए गए अनुदेशों (2024 के कार्यालय आदेश सं. 61 के अनुसार) अर्थात् रिपोर्टिंग अधिकारी के विवरण को अपडेट करने और समूह के माध्यम से निगरानी करने, का अपने अधीन कार्यरत शाखाओं द्वारा सख्ती से पालन किया जाए। इनके द्वारा मासिक समयपालन रिपोर्ट के आधार पर आवश्यक सुधारात्मक कार्रवाई भी आरंभ की जाए।

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


(टी. श्रीनिवास)

सं. 2024/ओएंडएम/9/1

दिनांक: 13.03.2025

संयुक्त सचिव/रेलवे बोर्ड

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बोर्ड कार्यालय, कॉफ़मो और दयाबस्ती, नई दिल्ली के सभी अधिकारी और शाखाएं।

कार्यपालक निदेशक जन शिकायत/रेल मंत्री, संयुक्त निदेशक जन शिकायत/रेल राज्य मंत्री (एस), रेल राज्य मंत्री (आर) का सचिवालय



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

OFFICE ORDER No. 70 of 2024

Subject: Revised Office timings in Board's Office under revised Graded Response Action Plan (GRAP) due to severe+ air pollution levels in Delhi NCR area - reg.

Attention is invited to DoP&T's OM dated 21.11.2024 regarding implementation of actions under stage-IV ('Severe+' Air Quality) of revised GRAP in various offices of Central Government in Delhi NCR.

2. Owing to hazardous air quality levels in Delhi NCR area, DoP&T has advised to adopt the following measures in respect of Offices located in Delhi/NCR:

(i) The officers/staff shall follow staggered timings as indicated below:

(a) 9.00 AM to 5.30 PM

(b) 10.00 AM to 6.30 PM

(ii) The officers/staff using personal vehicles should be encouraged to pool vehicles and to use public transport to minimize the vehicular pollution.

3. All AMs/PEDs/EDs in Board's Office are requested to adopt these measures as per their functional requirements ensuring that it should not have an adverse impact on efficiency and productivity in any manner.

4. This issues with the approval of the competent authority.

(T. Srinivas)

No.2024/O&M/9/1

Dated: 22.11.2024

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Copy to:

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

Office Order No. 61 of 2024

Sub : Monitoring of Attendance of Officials working in Board's Office.

Aadhar Enabled Biometric Attendance System (AEBAS) was enabled for registering Attendance with a view to ensuring and effectively monitoring attendance and punctuality of all its officials as a means to efficient transaction of the office works. For the purpose, Wall Mounted Biometric System, Desktop Biometric System and Phone based Biometric System have been enabled for smooth marking of attendance in Board's Office. Instructions have also been issued from time to time on marking of attendance and adhering to the guidelines on punctuality, the last being vide Office Order No. 57 of 2024.

2. Despite these instructions, it has been noticed that maintenance of punctuality is steadily declining over a period of time. There are also cases where employees are not marking their attendance in AEBAS. Few officials have not yet registered themselves in Biometric Attendance System to mark the attendance. **It is again reiterated that employees should record their attendance in AEBAS without fail, both at the time of coming and leaving office.**

3 Instructions for proper monitoring of the Punctuality through AEBAS has already been issued and the same is reiterated again.

(i) All DDs/USs/Section Officers will form a group of employees reporting to them on the website (indianrailways.attendance.gov.in), through which their attendance can be monitored daily. Forming of group will be done through RBCC.

(ii) A summary of the punctuality report of the employees in the branch will be put up by 1st week of every month by the branch in charge to the concerned reporting officers upto ED level, for information and necessary action. A copy of the same will also be sent to Secretary/Railway Board by 10th of every month on the email_Id - attendance.rb@rb.railnet.gov.in for further monitoring of attendance.

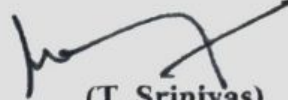
(iii) For Stenographic Officials, the officers with whom they are attached will monitor their attendance by following the same procedure as outlined above.

4. All Executive Directors/Directors are again requested to ensure that the instructions on monitoring of punctuality outlined in para 3 above 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 monthly punctuality reports.

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

No.2024/O&M/9/1

Dated: 11.10.2024



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