

ICAR-CENTRAL SHEEP AND WOOL RESEARCH INSTITUTE
AVIKANAGAR (VIA: JAIPUR) RAJASTHAN – 304 501

F.No. 6(76)Adm.I/AEBAS/2016/ 5800

Dated: 08.05.2017

CIRCULAR

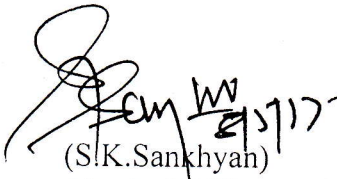
In continuation to circular of even number dated 30.03.2017 regarding the strengthening of the Aadhar Enabled Biometric Attendance System (AEBAS), it is reiterated to the Head(s)/Incharge(s) of Divisions and Sections at the Main Institute/ Sub-stations (ARC, Bikaner/NTRS, Garsa/SRRC, Mannavanur) to ensure the attendance and to send the monthly absentee statement of the staff working under them duly verified with the respective corresponding AEBAS monthly report to the DDO of this Institute, so that the monthly salary may be released, accordingly.

Those employees who find difficult to mark attendance on AEBAS due to various reasons viz. Biological/Physical reasons, only the individual will be fully responsible for the same. They are advised to correct their fingerprints of Hands/Toes once again at the Kiosks-e-Mitra immediately.

If the employees find difficult to mark the attendance on AEBAS due to hardware/software problem in the Institute, they will inform the concerned Head/Incharge immediately and same will be verified by the concerned Head/Incharge. Further, all the Head/Incharge of the Divisions/Sections will also ensure the functioning condition of Biometric Machine. The Institute's Sub-Station/Centre will also ensure proper functioning of the same.

This shall be strictly complied with.

This is issued with the approval of the Director.


(S.K. Sankhyan)
Head of Office

Distribution:

1. All Head of Divisions/Section Incharges at Main Institute
2. I/c AKMU with an instruction to provide respective monthly AEBAS report to each Divisions/sections latest by 2nd day of the following calendar month.
3. The Head(s)/OIC, Sub-stations(ARC, Bikaner/NTRS, Garsa/SRRC, Mannavanur)
4. I/C AKMU for uploading on the Institute's website.
5. Notice Boards