

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
**National Institute of Electronics and Information Technology (NIELIT)**  
(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Department of Electronics and Information Technology (DeitY)  
Ministry of Communications and Information Technology, Government of India

Ref. No. NIELIT/HQ/MIS/69/12/1037

14/06/2016

**OFFICE MEMORANDUM**

It is observed that the employees in NIELIT face difficulty in registering their attendance as and when the Adhar-Based Electronic Attendance System (AEBAS) is not working properly. Consequently, the employees have to submit requisition to manually update their attendance, which costs both valuable time and resources to the organisation.

2. Director General has taken solemn note of the predicament of the employees and it has been decided that whenever an employee finds it difficult to register one's attendance in AEBAS, the employee should immediately send e-mail to the Registrar, with a copy marked to the employee's Controlling Officer, clearly mentioning the exact in-coming/out-going time, as applicable, and the reason for not being able to register one's attendance in the AEBAS. The time of sending the e-mail will preferably be considered the time of coming in the office.

3. This issues with the approval of the Director General.

  
(Janak Raj)  
Registrar

To

All the employees in NIELIT Headquarters

Copy to: -

- 1) All Head of Wings, NIELIT Headquarters
- 2) Notice Board
- 3) ✓ Infrastructure Branch – *with a request to update website accordingly*
- 4) Hindi Section – *with a request to issue Hindi translation*
- 5) Guard File/ Office Memorandum File

Copy also to: -

- 1) TSO/ Sr. PS to the Director General

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इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था

An Autonomous Scientific Society under DeitY

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