

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001: 2015 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

F. No. I-13021/1/2020 O/o Registrar [E3119448]/408

14.05.2024

OFFICE MEMORANDUM

Several instances have come to the notice where an employee has not able to mark his/her attendance on AEBAS owing to any technical issue in the system. At times, this creates ambiguity while reconciliation of attendance record of the concerned employee/s.


2. In view of this, it has been decided that in addition to manual attendance form, a physical attendance register shall be maintained floor wise to facilitate marking of manual attendance by the concerned employee in any such event of non-working of AEBAS during his In-Time or Out-Time on that particular day.

3. The manual attendance register shall be available in the office of the following officers: -

1. Ground Floor - Ms Alpana Agrawal, Scientist 'E'
2. First Floor - Shri Rajneesh Kumar Asthana, Scientist 'E'/Registrar
3. Second Floor- Ms G. Sreedevi, Principal Technical Officer
4. Third Floor- Ms Chetna Singh Rathor, Scientist 'E'
5. Fourth Floor- Shri Alok Tripathi, Director (Scheme/Skilling)

4. Accordingly, all HOWs / HOSs may please ensure the implementation of the same in their concerned Wing/Section.

This issues with the approval of the Competent Authority.


[Rajneesh Kumar Asthana]
Registrar

To,

All regular officers/officials of NIELIT HQs

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