ALL INDIA INSTITUTE OF MEDICAL SCIENCES

No.F.20-03/2016-Estt.I

Ansari Nagar, New Delhi-29.
Dated the :
2 9 JAN 2018

MEMORANDUM

Subject:- Effective implementation of Biometric Attendance System at the AIIMS, New Delhi.

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The competent authority has desired to have mechanism in place for effective implementation of Biometric Attendance System at the Institute. This mechanism will provide electronic biometric attendance records to the respective in-charges to help them monitor compliance with duty timing and productivity thereon.

The Professor-In-charge, Computer Facility has intimated that the Computer Facility has been providing biometric attendance/duty roster online since January 2016. The attendance/duty roster has a provision for maintaining/updating the leave records and duty timings of staff working under their respective control by the concerned departments/sections. The Professor-In-charge, Computer Facility had vide note No.F.1/CF/Biometric Attendance/2017 dated 4.12.2017 (copy enclosed) requested for nomination of one or two officials from all concerned areas who can access the online attendance register after training and issue of username/password.

In view of above, all the Chief of Centers/Head of the Departments/Sections/Units are requested to kindly nominate officials from their Centre/Department/Section/Unit who will be able to access the online attendance register, maintain and update leave records of staff working under their charge. The detail of such nominations may be intimated to the Computer Facility directly. Further, it is also to be reiterated that all the staff working under their control shall record their attendance in the biometric system while reporting for duty and at the end of the day/shift, while leaving the Institute. All instance of not marking biometric attendance, working hours being less than desired & not submitting leave application in time will be reported to the concerned Establishment Section for taking appropriate disciplinary action as per laid down procedure.

This issues with the approval of the competent authority.

(B.S. Gill)
ADMINISTRATIVE OFFICER

DISTRIBUTION:-

1. All the Chief of Centre
2. The Medical Superintendent
3. All Head of Departments/Sections/Units
4. The Sr. Financial Advisor/Financial Advisor
5. The Professor-Incharge, Computer Facility
6. The Sr. Admn. Officers/Admn. Officers/Asstt. Admn. Officer of all Estt. Sections

Copy to:- 1. PPS to the Director, AIIMS
2. PS to the Dy. Director (Admn.)
3. The Computer Facility – With the request to upload the same on official website of the Institute.

Mr. Sanjeev Kumar for N.A RP2
30/01/18

Dated: 04/12/2017

F No. F/CF/Biometric Attendance/2017

Subject: **Regarding nomination for online updation of leaves in Biometric Attendance System.**

Sir/Madam,

Computer Facility has provided biometric attendance/duty roster online since Jan 2016 wherein any Head of Department/In-charge or a person authorized by him/her can view/print the attendance of their departmental staff.

The attendance/duty roster has a provision of entering/updating the leaves and duty timings (both regular and shift timings). The authorized person will update the leaves in the online attendance/duty roster and may view the attendance of any month and may print the same.

All the Chief of Centres/Heads of Department/Sections/Units are requested to kindly nominate one or two officials from their centre/department to access the online attendance register. Training and username/password will be provided to the authorized person only.

Note:- Leave applications will not be received/updated by the Computer Facility any more.

5.12.17.

Prof. A. Shariff
(Prof. In-charge.)

To,
The Chiefs of Centres
The Heads of Departments/Sections/Units

Cc:
1. Director, AIIMS
2. Deputy Director (Admin), AIIMS
3. Chairman, Computerization Committee, AIIMS