

फा.सं. 8-2/04/के.शै.प्रौ.सं.(प्रशा0)2149-2156  
केन्द्रीय शैक्षिक प्रौद्योगिकी संस्थान  
राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्  
(प्रशासन अनुभाग)

दिनांक :- 2/12/2014

विषय:- Introduction of AADHAR enabled Bio-metric Attendance System  
Submission of aadhar number to Service Systems Analyst by  
22/12/2014

संदर्भ:- F.No 7-7/99/Sa-s Dated 1/12/2014

उपरोक्त परिपत्रों की प्रतिलिपि सभी प्रभागाध्यक्षों/अनुभाग अधिकारियों को संबंधित प्रभाग/अनुभाग में कार्यरत सभी अधिकारियों/कर्मचारियों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

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WHS  
2/12/14  
अनुभाग अधिकारी(प्र0)

प्रतिलिपि:-

1. अध्यक्ष, एम.पी.डी. (Media Production Division)
2. अध्यक्ष, पी. एण्ड आर.डी. (Planning and Research Division)
3. अध्यक्ष, एम.आर.डी.डी. (Media Resources Dissemination Division)
4. अध्यक्ष, टी.डी. (Training Division)
5. अध्यक्ष, डी.आई.सी.टी. (Deptt. of Information & Communication Technology)
6. अध्यक्ष, ई.डी. (Engineering Division)
7. लेखाधिकारी, सी.आई.ई.टी. (Account Officer, CIET)
8. अनुभाग अधिकारी, सामान्य अनुभाग. (Section Officer, General Section)
9. अनुभाग अधिकारी, कय एवं समन्वय अनुभाग (Section Officer, P&C)
10. निजी सचिव, संयुक्त निदेशक (P.S. to Joint Director)
11. निजी सहायक, उप सचिव (P.A. to D.S.)
12. नोटिस बोर्ड (Notice Board).

Most Immediate

F.No.7-7/99-S&S/

National Council of Educational Research & Training  
Sri Aurobindo Marg, New Delhi-110016

Dated 1<sup>st</sup> December, 2014

Office Memorandum

Sub: Introduction of **AADHAR enabled Bio-metric Attendance System** -  
Submission of AADHAR number to Senior Systems Analyst **by 22.12.2014**  
- regarding.

DoPT vide OM No.11013/9/2014-Estt.(A-III) dt.21.11.2014 has directed that **AADHAR enabled Bio-metric Attendance System** should be installed by **31.12.2014** in offices located in Delhi and in other places by 26.1.2015. The **manual system of attendance is to be phased out** accordingly.

Accordingly, it is decided to introduce **AADHAR enabled Bio-metric Attendance System** in the NCERT. The Bio-metric machines at NCERT Headquarter will be under the operational control of the Senior System Analyst, NCERT.

In view of the above, all staff members are requested to intimate their **AADHAR Card number** to the Senior Systems Analyst **by 22.12.2014** positively and put attendance in the **AADHAR enabled Bio-metric Attendance System w.e.f. 1.1.2015**.

This issues with the approval of the competent authority.



(U.K.Pati)

Deputy Secretary

Copy forwarded for circulation to:

1. All Heads of Departments/Sections
2. The Principal, Ajmer/Bhopal/Bhubaneswar/Mysore/Shillong for information and necessary action.
3. Senior Systems Analyst, NCERT
4. Senior Stores Officer for procurement and installation of AADHAR enabled Bio-metric Attendance S
5. Head, ED, CIET for NCERT web s
6. P.S. to the Director
7. P.S. to the Joint Director
8. P.S. to the Joint Director, CIET/PSSC
9. P.A. to the Secretary

in education) and depute them to participate in this fourth in series,