



परिपत्र/CIRCULAR

विषय/Subject: Mandatory compliance with Biometric Attendance System (BAS) by regular employees of AIIMS Bibinagar- Reg.

Ref: AIIMS/BBN/DIR/2023/1437 dt.29th May 2023.

1. It is hereby informed to all regular employees of AIIMS Bibinagar that the Biometric Attendance System (BAS) shall be fully implemented with effect **from 06th March 2026**. All regular employees are required to mark their biometric attendance **at two instances on each working day**. The first instance shall be at the time of reporting for duty and; the second instance at the time of leaving the office. Compliance with the biometric attendance system is **mandatory** for all regular employees without exception.
2. The installation of **two** biometric attendance devices in Block-C of hospital building is completed as on date. These are in addition to the **six** devices presently installed in the Academic Block. However, installation of devices in the AYUSH building is currently underway and the same shall be duly notified once operational.
3. It has been observed that certain issues such as employee code mismatch and other technical errors are being reported during marking of biometric attendance. The IT team, in coordination with the HITES and NCC teams, is actively working to resolve them at the earliest.
4. Staff are requested to fully cooperate and to ensure compliance with the above instructions. Any further updates will be communicated in due course.
5. This issues with the approval of the Competent Authority, AIIMS Bibinagar.

Signed by

Shyam Siddharth Rao Patharla

Date: 05-03-2026 21:43:08

संकाय प्रभारी, प्रशासन/Faculty I/C, Administration

एम्स बीबीनगर/AIIMS, Bibinagar

Encl: As above

प्रतिलिपि/Copy to :-

1. Executive Director
2. Dean (Academic)/Dean (Research)/Dean (Examination)
3. Medical Superintendent
4. Deputy Director (Admin.)
5. All HoDs / In-charge HoDs /Section Heads
6. Financial Advisor
7. Registrar
8. ACE
9. Accounts Officer/AAO
10. Principal, College of Nursing & CNO, Nursing Supdt. & Asst. Nursing Supdt.
11. Nodal Officer, IT Cell – with a request to upload in the institute's website under “Staff Circulars”
12. Office Copy.



संख्या/No. AIIMS/BBN/DIR/2023/ 1437

दिनांक/Date 29th May 2023

कार्यालय आदेश/OFFICE ORDER

विषय/Subject : Institute's Office Timings for Faculty & Staff - reg

1. It has been observed by the undersigned that many of the faculty and hospital staff are not coming to office as per the scheduled timings. Hence, it is hereby instructed to all concerned to adhere the Institute's Office Timing as mentioned below :-

- | | | | |
|-----|--|---|-------------------|
| (a) | For Faculty & Hospital Staff | : | 9.00AM to 5.00PM. |
| (b) | For Administrative Staff | : | 9.30AM to 5.30PM. |
| (c) | For Faculty/Officers/Staff on Saturday | : | 9.00AM to 1.30PM. |

2. All HoDs & Departmental Heads are requested to follow the *Hours of Attendance* as per the Manual of Office Procedure, Chapter-II, Part 'A' (Office Management), Para 2, 3, 4 & 5 in their respective departments strictly.

3. In this connection, it is to inform you that Half-a-day's Casual Leave is to be deducted from an Institute employee's CL account for each day's late absence. Late attendance upto an hour on not more than two occasions in a month may be permitted by the competent authority if he is satisfied that it is due to unavoidable reasons. All Dept. Heads/Section Heads must ensure that Officers/staff under their control should strictly adhere to the scheduled office timings.

4. This practice to **come office late** and **leave office early** with permission should be **discouraged**.

(प्रो. (डॉ.) विकास भाटिया/(Prof.(Dr.) Vikas Bhatia)
कार्यकारी निदेशक/Executive Director
एम्स बीबीनगर/AIIMS Bibinagar

वितरण/Distribution :-

1. Dean (Academic), Dean (Research) & Dean (Exam) for information.
2. MS/FA/SE/Admin Officer/ ACE / Accts Officer for information.
3. All faculty for information.
4. IT Cell for display on website.
5. Office copy