

ICAR-CENTRAL SHEEP AND WOOL RESEARCH INSTITUTE  
AVIKANAGAR (VIA: JAIPUR) RAJASTHAN 304501

F.No.6(76)Adm.I/AEBAS/2016 5332

Dated : 30.03.2017

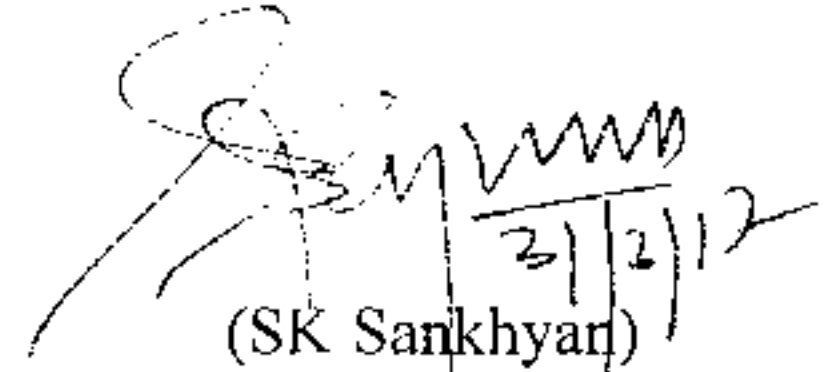
**CIRCULAR**

In continuation to circular of even number dated 16.12.2016 and 19.12.2016 regarding the strengthening of the Aadhar Enabled Biometric Attendance System (AEBAS), it is reiterated to the Head(s) and In Charges of Divisions and Sections at the Main Institute/Sub Stations (ARC, Bikaner/NTRS, Garsa/SRRC, Mannavanur) to send the monthly absentee statement of staff working under them duly verified with the respective corresponding AEBAS monthly report to the Drawing and Disbursing Officer of this Institute, from the month of April, 2017 onwards, so that the monthly salary may be released, accordingly.

Those employees who find it difficult to mark attendance on AEBAS due to various reasons viz. Hardware/Software errors, Biological/Physical reasons, other Physiological reasons, on tour etc., the Head(s)/In Charge(s) shall verify their attendance.

This shall be strictly complied with.

This is issued with the approval of the Director.

  
(SK Sankhyar)  
Head of Office  
31/2/17

**Distribution:**

1. The Head(s)/ In charges of Divisions/Sections at Main Institute.
2. The I/C AKMU with an instruction to provide respective monthly AEBAS report to each Divisions/Sections latest by 2<sup>nd</sup> day of the following calendar month.
3. The Head(s)/OIC, Sub Stations (ARC, Bikaner/NTRS, Garsa/SRRC, Mannavanur).
- ✓ 4. The I/C AKMU to upload this circular on institutes' website.