



भारतीय आयुर्विज्ञान अनुसंधान परिषद  
**INDIAN COUNCIL OF MEDICAL RESEARCH**

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)  
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Dated: - 01/08/2024

**Office Memorandum**

**Subject: Feeding of tour and leave details in Biometric Attendance System-reg**

The Aadhar Enabled Biometric Attendance System is enabling platform to mark the attendance of all employees which records each and every working day as well as hours worked on Holidays. To maintain the accountability of every working day, all employees are required to invariably feed their leave/ official tour details in the AEBAS portal through their individual account and also ensure that the same are approved by their respective reporting officer for proper reflection in the AEBAS database.

**1. Account Setup and Attendance Monitoring:**

- Please create your individual account at <https://icmr.attendance.gov.in/> and regularly check your attendance record. If you notice any discrepancies or inaccuracies, kindly report to the concerned Nodal Officer/person in charge. Ensuring that your records are up-to-date is crucial for maintaining the system's efficiency. (Your attendance ID serves as the username for this portal.)

The above mentioned URL i.e., <https://icmr.attendance.gov.in/> is applicable for the employees of ICMR HQ only. The employees of the ICMR Institutes/Centres shall have to create their individual accounts in the URL of their respective Institute/Centre.

**2. Applying for Tour/Leave:**

- After logging in, you can apply for Tour/Leave through the option available in the left navigation panel of the Menu.

**3. Approval Process:**

- The reporting officer will receive an email for approving the Tour/Leave in their registered email with the BAS system. The approval link will be active for 48 hours, allowing direct approval through the email link without logging into the portal. After 48 hours, the reporting officer will need to log in to the portal to approve the Tour/Leave.

A step by step guideline for feeding information of leave and tours in the Aadhaar Enabled Biometric Attendance System is enclosed with his OM.

Signed by

Jagdish Rajesh

Date: 01-08-2024 12:34:33

Jagdish Rajesh

Assistant Director General (Administration)

Distribution:

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