



भारत सरकार *Government of India*
रेल मंत्रालय *Ministry of Railways*
रेलवे बोर्ड *Railway Board*

Office Order No. 40 of 2024

Sub : Monitoring/Updation of data in Biometric Attendance System.

Aadhar Enabled Biometric Attendance System (AEBAS) was enabled for marking of Attendance of Officials working in Board's Office vide Office Order No. 80 & 91 of 2014. Instructions on adherence to office timings and proper monitoring of Biometric Attendance System by controlling officers have been issued vide Office Order No.18 of 2024 and 31 of 2024. However, it has been observed that the data of officials in AEBAS has not been updated since its incorporation w.r.t. changes on account of promotion/transfer/retirement/resignation etc. of the officials. Besides this, few officials still have not registered themselves in AEBAS despite repetitive instructions. This has been viewed seriously by the competent authority.

2. Accordingly, all Officers/Staff working in Board's office may login their respective accounts in AEBAS at link - <https://indianrailways.attendance.gov.in/> and check their details regarding Division/Unit and designation etc. in the account. In case of any changes in the initial data at the time of registration or otherwise, the same may be updated carefully in the system. Further, in the option of Division/Unit the name of Directorate may be selected from the available drop down menu in AEBAS. This exercise is mandatory for all the registered Officers/Staff in AEBAS. The last date for updating the details in AEBAS is 26.07.2024.

3. Further, those officials, who have still not registered themselves in AEBAS, may please register through the link : <https://indianrailways.attendance.gov.in/register/myemp> for marking of attendance. The detailed procedure for registration is available at e-office Home page under Notice Board – Creation of Attendance ID and User registration in AEBAS.

4. The Officials who have joined Board's Office and already registered in AEBAS in their previous department may please transfer their AEBAS data to Railway Board.

5. For proper monitoring of the Punctuality through AEBAS, the following procedure indicated in line with earlier such instructions issued vide Office Order No. 107 of 2016 and 18 of 2024 may be followed:

(i) All DDs/USs/Section Officers may form a group of employees reporting to them on the website (indianrailways.attendance.gov.in), through which their attendance can be monitored daily. Forming of group may be done through RBCC.

(ii) A summary of the punctuality report of the employees in the branch may be put up by 1st week of every month by the branch in charge to the concerned reporting officers upto ED level, for information and necessary action. A copy of the same may also be sent to Secretary/Railway Board on the email_Id - attendance.rb@rb.railnet.gov.in for further monitoring of attendance.

(iii) For Stenographic Officials, the officers with whom they are attached may monitor their attendance by following the same procedure as outlined above.

6. All Executive Directors/Directors are requested to ensure that the instructions on monitoring of punctuality outlined in para 5 above i.e. updating details of Reporting Officer and monitoring through Group, are strictly followed by the branches working under them. They may also initiate necessary corrective action based on the monthly punctuality reports. O&M, as the nodal branch, would also be monitoring overall punctuality.

7. Any issue regarding registration, updation of data, monitoring/formation of groups may be addressed to RBCC, Railway Board.

8. The above instructions may strictly be complied with.

No.2024/O&M/9/1
Dated:- 10.07.2024



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All Officers/Branches in Board's Office, COFMOW and Dayabasti, New Delhi.

Copy to : EDPG/MR, JDPG/MoSR(S), Sectt. of MoSR(R)