

आर एस शर्मा
सचिव
R S Sharma
Secretary



भारत सरकार
संचार और सूचना प्रौद्योगिकी मंत्रालय
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी विभाग
Government of India
Ministry of Communications &
Information Technology
Department of Electronics &
Information Technology (DeitY)

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The Aadhaar Enabled Biometric Attendance System has been functioning in over 2000 Central Government organisations and in the State Governments of Haryana, Madhya Pradesh, Telangana, Tripura, Uttarakhand, Maharashtra, Himachal Pradesh, Gujarat, Goa and Chandigarh. Meanwhile, several suggestions have also been received on some of the new features in the Biometric Attendance System.

2. I am happy to inform you that the following new features have been incorporated in the Biometric Attendance System.

- It enables any officer to create a group of officers for monitoring their attendance. This group can be of officers of equivalent or subordinate levels.
- It allows the employees to update the name of reporting officers in their profile.
- An employee can set up reminder notification service whereby a customised message would be sent to the employee reminding him to mark his attendance at the time of arrival/departure.
- A leave and tour management module has been included.

3. A brief note with respect to the new features that have been developed is annexed. We hope that these features will further enhance the usefulness of the application in your organisation. We will continue to add new features as we go along. We would request you to kindly share this information with your Ministry/Department/Subordinate offices so that all users of Biometric Attendance System are able to take advantage of these newly added features.

Yours sincerely,
-Sd-
(RS Sharma)

Secretaries of all Ministries/Departments

Copy to:

1. Shri Ajit Seth, Cabinet Secretary, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
2. Shri Nripendra Mishra, Principal Secretary to PM, South Block, New Delhi.

(RS Sharma)