

Urgent

A-36012/4/2014-D(Est.I/Gp.I)  
Government of India  
Ministry of Defence  
D(Est.I/Gp.I)

Sena Bhavan, New Delhi  
December 17, 2014.


Office Memorandum

Subject :- Entry of leave/tour details in Biometric Attendance System.

It is observed from the daily list of absentees generated from the Attendance Portal that many of the officers/officials shown in such list are on leave/tour/training. However, due to non-availability of information in the System, they are being shown as absentees.

There is a provision in Biometric Attendance System for entering the details of leave/tour/training of the employees. All Officers and staff of MoD (Secretariat) may please enter such details in the Biometric Attendance System before proceeding on leave / tour /training. A statement showing how to enter these details in the attendance portal is sent herewith.

Immediately after registering as above, they may send a an approved copy of sanction of leave/tour/training to Shri Jagbir Singh, Clerk (Ex-servicemen), by hand or through fax No. (23012538) ( His telephone No. is 23019069), so that the details are authenticated in the system. By so authenticating, the concerned employee will not be shown as absentee in the BAS.

  
(K. Murali)

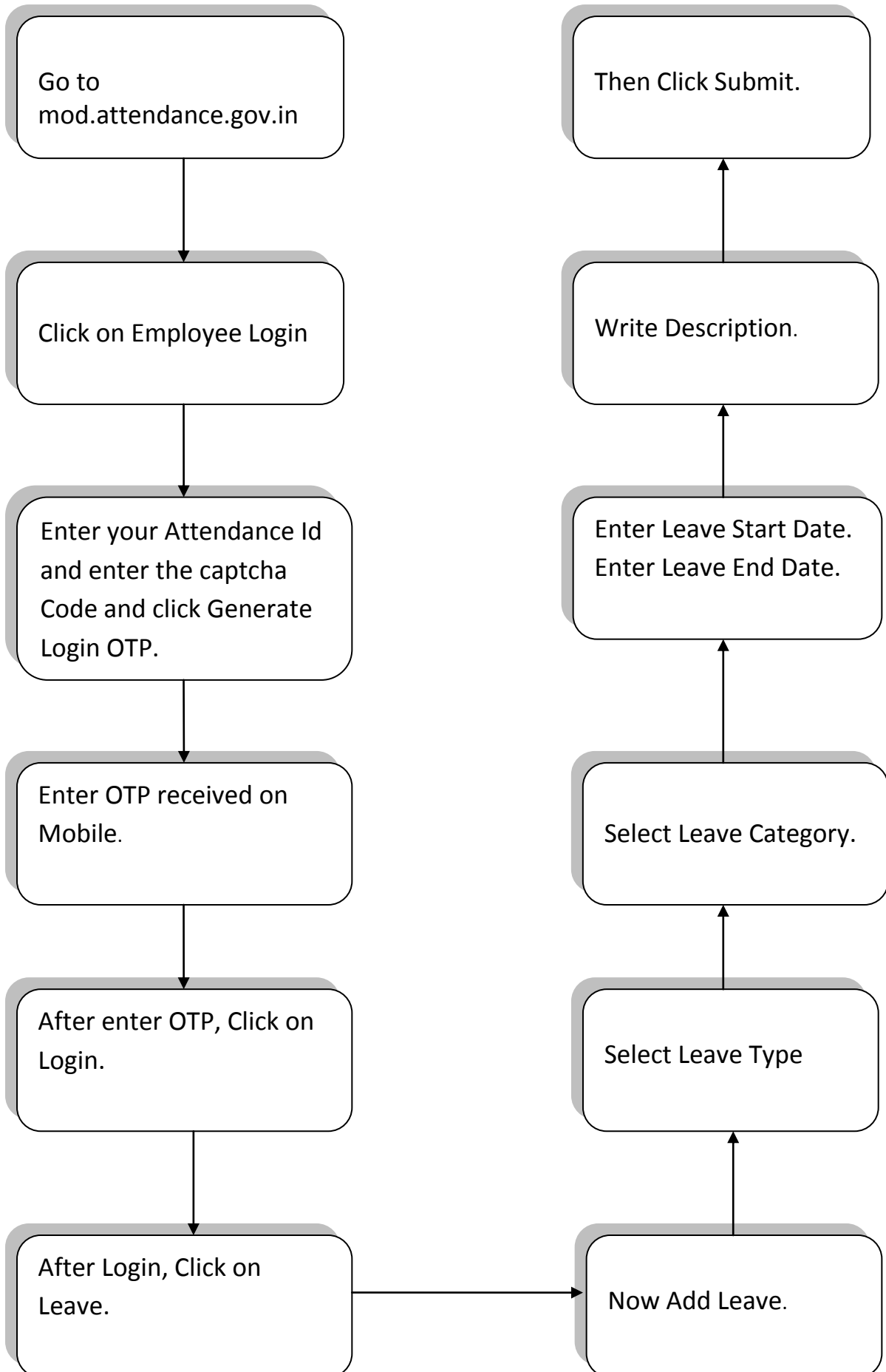
Under Secretary to the Government of India

All Officers and staff in MoD (Secretariat)

D(IT) Cell for Placing this Circular in Website

Notice Boards

## STEPS FOR LEAVE ENTRY ON BAS PORTAL



## STEPS FOR TOUR/TRAINING ENTRY ON BAS PORTAL

