

IMPORTANT



Government of Goa

GENERAL ADMINISTRATION DEPARTMENT

Tel No: 0832-2419784/472

Secretariat, Porvorim, Goa – 403521

Email -- usgal-sect.goa@nic.in

No. 13/4/2024-GAD-III / 1456

Dated: 28/08/2024 (06 Bhadra 1946)

Read: 1) O.M. No. 110/13/2023-Pers, Policy-A.III dated 15/06/2024.


CIRCULAR

Attention is invited to the O.M. No. 110/13/2023-Pers, Policy-A.III dated 15/06/2024 wherein instructions are issued for strict compliance towards implementation of AEBAS-Aadhar Enabled Biometric Attendance System for attendance of all Government employees.

Despite clear instructions, several employees are not registering their attendance in the Biometric Attendance System (BAS) and some employees are coming in late or leaving early on a regular basis. The responsibility of ensuring punctuality in respect of their employees rest within the concerned Departments.

All employees in the Secretariat are therefore directed to adhere to the instructions relating to office hours, late attendance etc. issued from time to time. Habitual late attendance and early leaving of office shall be viewed seriously.

All Head of Offices in the Secretariat shall bring the contents of the above Circular to the notice of the employees under their control and ensure compliance.


(Shreyas Dsilva)

Under Secretary (GA-I)

To,

- 1) All the Under Secretaries in the Secretariat
- 2) All PA to Secretaries/Sp. Secretaries/Addl and Joint Secretaries in the Secretariat.
- 3) Guard file.
- 4) Office Copy
- 5) Notice Board