

भारतीय खाद्य सुरक्षा और मानक प्राधिकरण
(खाद्य सुरक्षा और मानक अधिनियम, 2006 के तहत स्थापित एक वैधानिक प्राधिकरण)
(मानव संसाधन विभाग)
एफडीए भवन, कोटला रोड, नई दिल्ली - 110 002

ईमेल आईडी : estt@fssai.gov.in

संपर्क संख्या : 011 2366 7200

Dated.05.08.2022

Office Memorandum

It has been observed from the Aadhaar Enabled Biometric Attendance System (AEBAS) that quite a few number of employees are not marking their attendance / do not punch both the in-time and out-time in the bio-metric thumb impression machine. Such casual approach of the employees is being viewed seriously by the higher authorities.

2. In view of the above, the undersigned is directed to convey as under:

“All employees shall mark their in-time and out-time attendance in AEBAS System mandatorily failing which, appropriate action shall be initiated against the defaulters.”

3. In case of any missed attendance, the employee is required to intimate the same to his/her reporting officer with a copy to Divisional Head and HR Division.

This issues with the approval of the Competent Authority.

(Sasi Kanta Bhuyan)
Deputy Director (HR)

To,

1. All employees of HQ/Region/Labs.
2. Sr. PS to CEO Office
3. IT Division : with a request to upload the same in web-site as well as in e-office dashboard.