भा.कृ.अनु.प.- राष्ट्रीय समेकित नाशीजीव प्रबंधन अनुसंधान संस्थान
राजपुर खुर्द, पी.ओ- मैदान गढ़ी, नई दिल्ली-110068
National Research Institute for Integrated Pest Management
Rajpur Khurd, P.O Maidan Garhi, New Delhi-110 068
E-Mail: hoa.ncipm@icar.gov.in Website : director.ncipm@icar.gov.in

F.No. 8(36)/2024/Estt. /48 Dated 10-08-2026

CIRCULAR/परिपत्र

Subject: Strict Compliance with Aadhaar Enabled Biometric Attendance System (AEBAS) / Face Authentication Attendance and to maintain punctuality– reg.

With reference to the **ICAR Circular F. No. 6(4)/2021-ICT Unit (Comp. No. 164120) dated 06.08.2026** on the subject cited above, wherein all ICAR Institutes have been directed to ensure strict compliance with the prescribed AEBAS/Face Authentication attendance guidelines, it is further informed that the Nodal Department is planning to integrate AEBAS with **eHRMS 2.0**.

In compliance with the above directions, all Officers and Employees of **ICAR-NRIIPM, New Delhi** are hereby directed to strictly adhere to the following instructions:

1. **All Officers and Employees of the Institute shall mandatorily mark their attendance through the AEBAS/Face Authentication system at the time of entry into and exit from the office premises on every working day. This will be monitored by Director on a daily basis.**
2. In case any Officer/Employee faces any **technical difficulty/error while marking attendance through AEBAS/Face Authentication**, the matter shall immediately be brought to the notice of the **Nodal Officer, AEBAS, Smt. Neelam Mehta**, for necessary assistance and resolution. In the event of any technical error or NIC server related issue affecting the AEBAS/ Face Authentication system, all Officers and employees shall record Attendance in Attendance Register maintained in Director's cell.
3. **Strict compliance with the above instructions is mandatory.** Any deviation, misuse, deliberate failure to mark attendance, or non-compliance with the prescribed AEBAS attendance procedure and punctuality may be viewed seriously and may invite **administrative/disciplinary action as deemed appropriate by the Competent Authority**. The ICAR Circular dated 06.08.2026 specifically provides that non-compliance with the prescribed attendance guidelines may invite administrative action

All concerned are, therefore, directed to **strictly comply with the above instructions with immediate effect**.

This issues with the **approval of the Competent Authority**.

10/8/26
(जसवंत कुमार)
प्रशासनिक अधिकारी

Distributions:-

1. All Staffs of ICAR-NRIIPM, New Delhi.
2. I/C AKMU with request that the same may be upload on Institute website.
3. PPS to Director, ICAR-NRIIPM for information

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CIRCULAR/परिपत्र

I am directed to convey with approval of the Competent Authority that during the period of **Leave/Official Tour or any other absence of the Chairperson of any Committee constituted at ICAR-NRIIPM, New Delhi**, the **Co-Chairperson/ senior-most member of the concerned Committee shall officiate as the Chairperson** and exercise all such functions and responsibilities as are assigned to the Chairperson of the Committee.

This issues with the approval of the Director, ICAR-NRIIPM, New Delhi.

10/8/26
(जसवंत कुमार)
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CIRCULAR/परिपत्र

Subject: Withdrawal of Permission Slip Practice for Late/Early Leaving in the office – reg.

With reference to ICAR Circular F. No. 6(4)/2021-ICT Unit (Comp. No. 164120) dated 06.08.2026, I am directed to convey, that the existing practice of allowing permission slips for reporting **Late/Early in the office** before the prescribed closing time is hereby **withdrawn with immediate effect**.

Accordingly, all employees are required to adhere strictly to the prescribed office timings and attendance requirements. Any deviation from the prescribed working hours shall be governed strictly in accordance with the applicable rules/instructions.

This issues with the approval of the Competent Authority.

10/8/26
(जसवंत कुमार)
वरिष्ठ प्रशासनिक अधिकारी

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