

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग
केंद्रीय जल आयोग
ई-गवर्नेंस सेल



Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD&GR
Central Water Commission
e-Governance Cell

OFFICE MEMORANDUM

Sub: Punctuality and Monitoring of attendance on Biometric Attendance System (AEBAS) in CWC-reg.

I am directed to refer to this Commission's OM dated 27.04.2017 regarding adherence to punctuality and reiterated vide this office OM dated 18.12.2024 and reference is also invited to DoWR, RD & GR Circular No A-50013/409/2021-ADMINISTRATION-MOWR dated 23.09.2025 regarding maintaining punctuality and monitoring of attendance. It has been found that despite issuance of instructions from time to time, some of the officers/staff members do not observe punctuality.

2. Such situation has been taken note of and viewed seriously by Higher Authority and the same is also being monitored on daily basis by DoWR. Hence, all the officers/staff members are directed to comply with the following instructions scrupulously: -
 - a) All Officers and staff are directed to mark their attendance upon arrival and at the time of departure from office on AEBAS. It is mandatory that the officers and staff complete the required working hours of 08:30 hrs. per day.
 - b) Those officers and staff who are still not registered in AEBAS shall register themselves without fail on <https://cwc.attendance.gov.in>. In case of any difficulty individual may contact e-Governance Cell.
 - c) The data relating to punctuality and attendance of an officer shall be taken into account while considering an officer/official for important assignments, trainings, deputations and grant of honorarium etc.
 - d) The Officers/Officials on Official tour or leave shall also update their tour/ leave details on Central Water Commission attendance portal <https://cwc.attendance.gov.in>.
 - e) Late arrival must always be reported to the immediate senior officer and for any lapse on this account; the officer/staff concerned would personally be responsible. In case of any short falls in office timing, the officer/staff will have to apply for leave as per CCS rules.
 - f) Responsibility for monitoring attendance and ensuring punctuality in respect of sub-ordinates rests with respective Controlling officers in Wing/Organisation/Directorate. All the controlling officers should strictly review the attendance of sub-ordinates and take necessary action in case of any short falls.



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- g) All officers/officials are requested to install Aadhar BAS app and Aadhar FaceRD on Mobile phone to mark attendance from their respective mobile phones. Any request regarding relaxation of attendance marking due to technical error in BAS Machines shall not be entertained.

The above instructions may be noted by all concerned for strict compliance.

This issue with the approval of Chief Engineer (HRM)

Digitally signed by
Naresh Porwal
Date: 17-10-2025
15:17:01
(Naresh Porwal)
Deputy Director

To,

All employees of CWC (HQ) (Through CWC website).

Copy to:

1. PPS to Chairman, CWC.
2. PPS to Member (WP&P/ D&R/ RM), CWC.
3. All the Chief Engineers CWC (HQ)/ JS (IN-Situ)/ Advisor (ISO).



A-50013/409/2021-ADMINISTRATION-MOWR

Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
(Administration Section)

Shram Shakti Bhawan, Rafi Marg
New Delhi, 23rd September, 2025

CIRCULAR

With reference to this Department's Circular No. A-50013/409/2021-Admn dated 30.04.2025 wherein instructions were issued to all officials of this Department regarding maintaining punctuality and monitoring of Attendance, it has been observed upon examination of attendance report that some of officers/officials of this Department have either not registered themselves on AEBAS or are not marking their attendance on AEBAS on daily basis. This matter is being viewed seriously and accordingly, the following instructions issued to all the officers/officials of this Department:

1. The officer/official not registered over AEBAS may register themselves for the Biometric Attendance System on <https://mowr.attendance.gov.in>.
2. All officers/officials are directed to mark their daily attendance using AEBAS without fail.
3. All controlling officers of this Department shall sensitize the officials under their supervision to adhere to the instructions relating to office hours, late attendance etc. The consolidated report from attendance portal may be reviewed on a regular basis and defaulters may be identified and reported to Administration for further necessary action.
4. Habitual late attendance and early leaving of office shall be viewed seriously and amount to 'misconduct' under the CCS (Conduct) Rules, 1964.
5. The data relating to punctuality and attendance of an officer shall be taken into account while considering an officer/official for important assignments, trainings, deputations and grant of honorarium etc.
6. The Officers/Officials on Official tour or leave shall also update their tour/leave details on attendance portal.
7. All officers/officials are requested to install AadharBAS app and AadharFaceRD on Mobile phone to mark attendance from their respective mobile phones. Any request regarding relaxation of attendance marking due to technical error in BAS Machines shall not be entertained.
8. Furthermore, GA Section is requested to ensure that all the BAS machines remain functional at all times on all the locations of this Department.



(Raju)

Under Secretary to the Govt. of India

Tel. No. 23738126

Email: usadmn-mowr@nic.in

To

- i. All Officials of DoWR RD & GR, Shram Shakti Bhawn, Rafi Marg, New Delhi
- ii. NIC Cell- For uploading on Intranet

File No. 9/11/2015/WPC/AEBAS/ **301-345**
Central Water Commission
Work Plan Cell

Room # 304 (S), Sewa Bhawan
R.K. Puram, New Delhi – 110 066.

Date: **27** 04.2017

OFFICE MEMORANDUM

Sub: Implementation of Aadhaar Enabled Biometric Attendance System (AEBAS) in CWC.

The Central Water Commission (Headquarter) shifted to the Aadhaar Enabled Biometric Attendance System (AEBAS) w.e.f. 01.12.2014. As of now, all matters related to attendance are governed by rules conveyed vide O.M No. 9/11/2015/WPC/AEBAS/1598-1647, dated 29.10.2015. Now, keeping various constraints in view, including problems of traffic jam in Delhi, as highlighted during the meeting with nodal officers on 03.02.2017, it has been decided with the approval of competent authority to implement a revised set of rules **w.e.f. 01.05.2017** in regard of AEBAS **only for CWC (HQ), New Delhi**. The revised set of rules, as per following, supersedes earlier OM as cited earlier **for CWC (HQ), New Delhi**, and is required to be followed by all the officials for marking attendance in the system.

1. All officials will be required to register their arrival and departure in the Aadhaar Enabled Biometric Attendance System (AEBAS) without any exception;
2. The office timings are from 09:30 AM to 06:00 PM, unless otherwise specified for any official for shift duties who would be guided by their shift duty timings, with 30 minutes of lunch break from 01:30 PM to 02:00 PM and these are to be scrupulously observed. Each official has to put in sufficient number of working hours in a calendar month so that eight working hours per working day in a calendar month, reduced on pro-rata basis in case of officials availing leave, is necessarily met;
3. In the morning, the time recorded between 09:30 and 09:40 would not be counted towards the shortfalls, this is given for marking attendance in biometric system (AEBAS);
4. Late arrival up to 30 minutes (i.e. up to 10:00 AM) only in the morning **on ten occasions in a calendar month** can be relaxed subject to the condition that the duration of late arrival is compensated by sitting extra time on any working day of the calendar month so that working hours requirements as enumerated at Para (2) above are fulfilled. In this regard may also note that after 09:40 AM, the shortfall will be counted from 09:30 onwards;
5. Late coming beyond 10:00 AM is not permissible. However, late coming up to 10:30 AM, only with prior approval of the controlling officer, can be relaxed on

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two occasions in a calendar month subject to the condition that the duration of late arrival is compensated by sitting extra time on any working day of the calendar month so that working hours requirements as enumerated at para (2) above are fulfilled.

6. While taking flexibility, if necessary working hours for a calendar month for any official is not maintained, deduction from leave account besides disciplinary action against the erring official, as deemed fit in line with DoPT's OM no. 11013/9/2014-Estt (A-III) dated 21.11.2014, would be initiated by the concerned establishment sections;
7. Arrival in the office after 10:00 AM will be reckoned as half day Casual Leave subject to other rules mentioned herein. This will be applicable till Casual Leaves are available in the account of the official. If casual leaves of the officials are exhausted, their period of absence / shortfall will be regularized with other kinds of leaves;
8. Any official availing half-day Casual Leave in the forenoon will make arrival entry in the AEBAS up to 02:00 PM and the official availing half-day Casual Leave in the afternoon will make departure entry in the AEBAS at 01:30 PM or after. Concerned controlling officers should take care of the timings before granting half day CL to an individual;
9. In the event an official remains absent without prior leave, timely submission of leave application by him is an obligatory exercise. None is expected to await reminder from either WPC or concerned Establishment Section for submission of the same. It is mandatory on his/her part to regularize his/her absence by timely submission of leave application to avoid salary cut;
10. In case, any official is to visit local offices/MoWR, RD&GR/Other Ministries for official purposes, it is advised to mark their attendance there in AEBAS;
11. The attendance report of a month, duly verified by the concerned Branch Officer and countersigned by the Director/Under Secretary shall be sent to the WPC through concerned Nodal Officer latest by 10th of following month. The reports shall be examined by WPC within a month & intimate the discrepancies (if any) to nodal officers immediately. The discrepancies shall be addressed by concerned officer and nodal officer immediately.
12. Individual employee shall update their current status (designation, division/section etc.) in AEBAS. All nodal officers shall ensure the updated status of the employees under their jurisdiction through the concerned branch officers who are responsible for maintaining latest status of the employee's record of their directorates taking into account employee's joining, retirement, transfer, leave and change of directorate/section etc. A list of Nodal Officers in CWC is to place at **Annexure-I**;

13. WPC will upload attendance status of concluding month on CWC website on 1st working day of following month. All Nodal Units will submit the latest status of officials under unit by 10th of that month. Based on the receipt, WPC will prepare an Attendance Report and send it to the concerned establishments and AO, CWC for further necessary action;
14. Nodal Officers / concerned Branch Officers failing to submit the attendance report in a regular basis will be liable for strict administrative action. In some of the report of Nodal Officers, it is observed that "Machine not working" is reported several times as a reason for not marking attendance. The reason "Machine not working" shall be acceptable only in exceptional cases like general power failure or internet failure. Such periods shall be duly verified by the controlling officers in the monthly report.
15. All Overtime Allowances would be sanctioned by the concerned officials based on times of attendance marked in the AEBAS only;
16. All installed machines and corridors leading to these machines are placed under 24-hour surveillance through CCTV cameras. Appropriate action shall be taken against any official found to be tampering with the attendance monitoring system/surveillance system.

Instructions/Rules in this regard may be brought to the notice of all officers/officials. In case of any assistance, Shri A.K. Srivastava, AD-II, WPC may be approached on his BPL No. 3230.

Encl: As above.

311090
27/04/2017
(Ashis Banerjee)
Secretary, CWC.

To

1. PPS to Chairman, CWC
2. PPS to Member (D&R)/(WP&P)/(RM), CWC
3. All Chief Engineers of CWC (HQ)/JS (In-Situ)/JS (IES)
4. Director (TC)/(Trg)/(Admn)/(Estt.I)/(Estt.II)/(PCP)/(Fin), CWC
5. Director (Coordination) – (D&R)/(WP&P)/(RM), CWC
6. Accounts Officer, CWC
7. Deputy Director, Library, CWC
8. Under Secretary, Admn, MOWR, RD&GR
9. All Under Secretaries, CWC
10. General Manager (Canteen), CWC
11. Notice Board, CWC
12. Deputy Director, SMD for uploading on CWC website.

List of Nodal Officer		
Dept.	Unit/ Dte	Nodal Officer
D01	O/o Chairman	Shri Deepak Negi, PPS, O/o Chairman, R. No.316 (S)
D02	O/o M (WP&P)	Harinder Singh, PPS, O/o M (WP&P), R.No. 201 (S)
D03	WP&P (C)	Ojesh Kumar-AD II, RN-202(S)
D04	O/o M (D&R)	Rama D Rana, PPS, R.No. 401 (S)
D05	D&R (C)	Anil Kumar Srivastava, AD-II, R.No. 725 (N)
D06	R & D Division	S.K.Chaturvedi, Dir, R&D Div, WB-1
D07	M (RM)	Meena Sehgal, PPS, R.No 212 (S)
D08	RMCD	H.S.Sengar, Director,(R M Coord Dte.)
D09	BPMO(BP,WSE,NWP,RO Dte.)	Puneet Mittal,Director(WSE)
D10	CMO-1(TD Dte, P&M Dte, CMC Dte, CB Dte, CE(CMO)	Vivek Kumar Verma,DD-, CB Dte, R.No. 405 (S),
D11	EMO(CE'Office,EM,EIA,RS,WS&RS,R&R	Rajeev Kumar, Director,EM/EIA Dte,RN 413(S)
D12	ISO (HDD/IT &WRIS)	J.P.Meena,AD, HDD, R.No.901(N),
D14	IMO-(IP(N),IP(S),ISM,WM	Ram Ratan Banga, DD,WM Dte.,RN-206(S),Int com No.3206
D15	POMIO(CE'Office,EWU,IPO)	B.P. Sonuwal, DD, EWU Dte., Wing-1, IInd floor, WB-2
D16	PAO(CA-HWF,CA-1,PA-N,PA-C,PA-S	D.R.Mohanti-DD(PA-S), R.No.522 (S)
D17	PPO(CE'Office,NP-1,NP-2,EA)	Sachin Gupta,AD,EA,900 N
D18	PMO(CE'Office,Mon-S,Mon-E,Mon-W,Mon-C,Mon-	S.Biwass, Dir., Mon (S), R.No.402 (S)
D19	Design-NW&S(HCD,Gates,CMDD,Emb,BCD)	S.K. Das, Dir,HCD (NW&S), Wing-1,WB-2
D20	Design-	R.K.Bandopadhyay,H D'man,CMDD (N&W) R.No. 610(S)
D21	Design-E&NE(CE'Office,BCD,CMDD,EMB,GATES,HCD)	Amrish Pal Singh,DD,/Abhijeet-AD, HCD (E&NE), R.No.627(S)
D22	Design-NBP(PMKSY-AIBP, NHMD,ND&HW,SSPH)	SSPH Dte. Wing-2,GF, WB-2
D23	DSO(CE'Office,DSM,DSR,FE&SA,Instrumentation,SMD)	Shahid Hussain, AD-II, DSM Dte ,2E-8th floor-(N)
D24	HSO(Hyd-N,Hyd-NE,Hyd-S,Hyd-C,Hyd-DSR)	R.C.Gupta,AD-II, Hyd(C), R.No. 504 (S)
D25	FMO(FM-1,FM-2,FFM,UT&SS,Costal Erosion,FMP)	Aashis.,DD, FMP, R.No. 906 (s)-3849
D26	P&D-Office (CE'Office,FCA,CC&IAD,Morphology,P&D,RDC)	Ajay Kumar Sinha,Director, Morphology, 906(S),
D27	O/o CE (HRM)	Lalit M. Nayyar, PS, O/o CE (HRM), R.No. 314 (S)
D28	TC Dte	V.S.Rajput, ADII,TC Dte. R.No. 327 (S)
D29	O/o Secretary	Rahulji Chenna, PS, O/o Secretary, R.No. 313 (S)
D30	WPC	A.K.Srivastava, AD-II, WPC, R.No. 304 (S)
D31	O/o US, Estt-(1,2,3)	S.K.Nanda, US, (E-1,2,3) R.No. 312(S)
D32	E - 5,6,11	Ratnakar Yadav,US,Room No. 328(S),
D33	CM&V	S.K.Nanda, US, CM&V,O&M, R.No. 323 (S)
D34	AO	I S YADAV, AO, 8th Floor-N
D35	O&M Section	S.S Chauhan,US, RN 304(S)
D36	O/o Dir(E -I staff), & (E - 8,9 & APAR)	Mahesh Yadav, US, (E -8,9 &APAR), R. No. 322 (S)
D37	O/o Dir. Estt. - II	G.S.Audhkhasi,Dir-Estt-2,Room No.320(S)
D38	O/o Dir. (Admn), (Hindi, R&I, E-X, EIV)	Pradeep Solanki, PA to Dir.(Admn), R.No. 310 (S)
D39	Trg. Dte. & Library	Ashok Kumar, AD-II, Trg Dte., R.No. 506-A(S)
D42	CWC, Canteen	S.G.Bhardwaj, Accountant,CWC, Canteen,Room No.301(S)
D43	E -14	S.D.Sharma,Director (PCP & E-XIV)
D44	E - 12,E-IV,E-X	Rahul Ranbir Singh, US, R.NO. 312(S),
D45	E-VII, E-XIII (7, 13)	Rajesh Sharma,US
D46	CMO - 2(PCP)	S.N.Barman, AD-PCP, R.No. 207 (S),