



भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड) (RAILWAY BOARD)



**OFFICE ORDER No. 59 OF 2021**

**Sub:- Punctuality in Board's Office-  
Resumption of Biometric Attendance System**

In view of COVID pandemic, recording of attendance through Biometric Attendance System was suspended as per DOP&T's instructions dated 6.3.2020. The decision has since been reviewed by DOP&T vide their OM dated 1st November 2021 and now it has been decided to resume to the Biometric Attendance System.


2. All employees are to henceforth record their attendance on the Aadhar Enabled Biometric Attendance System (AEBAS) w.e.f. 08.11.2021. While recording attendance:-

- a) All employee are to invariably sanitize their hands before and after marking of attendance;
- b) Physical distancing of six feet is to be maintained by all employees;
- c) All employees are to wear mask/face cover.

2.1 Meetings shall continue to be conducted through Video conferencing and personnel meetings with visitors, unless necessary in public interest should continue to be avoided.

3. Strict Compliance of above instructions is solicited from all officers/staff along with adherence to COVID appropriate behavior at all times as issued from time to time in the past by MHA, MOH&FW and DOP&T.

No 2021/O&M/9/1  
Dated:-03.11.2021

  
(B Majumdar)  
Joint Secretary/Railway Board

All Officers and Branches in Board's Office and at Dayabasti, New Delhi

Copy to:-

PED/IR & DE/G (For issuing suitable instructions to Zonal Railways/PUs)