

MOST URGENT

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM
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F. No. : Gen/131/AEBAS/2014-15/ 8226

Dated : 26th December, 2014
29th

TO
All the Commissioners of Income Tax/Directors of Income Tax/Commissioners of Income Tax(Appeals)
under the Region of Pr. CCIT, WB & Sikkim

Sir/Madam,

Sub : **Aadhar Enabled Biometric Attendance System (AEBAS) – Sending details of Aadhar Card of all officers/officials under your charge – Request for - Matter regarding**

The Government has decided to introduce Aadhar Enabled Biometric Attendance System(AEBAS) and has made all employees' registration mandatory. This system is designed to enable an employee with an Aadhar number to register his/her attendance in the office through Biometric Authentication. In this regard, as per the instructions issued by the DOPT, Govt. of India the system is to be installed in all offices located in India by 26.01.2015.

Since possession of Aadhar Card is the key to rollout of AEBAS, the first step in this direction would be to collect data in respect of all employees who have/does not have Aadhar Card issued in his/her name.

In this regard I have been directed to inform you that details pertaining to all employees posted under your respective charges need to be collected in the below mentioned format and transmitted to this office latest by 02.01.2015 by way of hand delivery/ by FAX or through email ID mentioned above.

FORMAT FOR INFORMATION ON EMPLOYEE'S AADHAR ENROLMENT STATUS:

Sl. No.	Employee Name	Designation and current Charge	Mobile No.	Email ID	Aadhar Card No.	Remarks (Non Aadhar Card Holders to mention here)


The Aadhar Enrolment Camps, proposed to be held from 5th Jan till 15th Jan 2015, will enable employees who do not have Aadhar Numbers to enrol themselves, however before that the number of employees not having Aadhar Cards need to be ascertained, hence the urgency.

In view of the significance of the matter, I have been directed to request you to issue necessary directions so as to ensure the collection and onward transmission of the required data, well within the prescribed date i.e. 02.01.2015 so that the stipulated timelines can be strictly adhered to.

Details pertaining to the new Attendance system is also available for viewing on the irsofficers online website for ready reference.

This issues with the approval of the Competent Authority.

Yours sincerely


(TSHERING ONGDA)
DCIT, Hqrs (Admn & Vig.), Kolkata.