

No. 100-68/2016- STG-I  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhavan, 20 Ashoka Road, New Delhi-1  
(STG-I Section)

Dated the 5 April, 2018

**NOTICE**

It has been observed that some officers of ITS Group 'A' working in DoT (Hq.), are not marking attendance/registered in the Aadhar Enabled Attendance Biometric System. Absence of e-attendance in the AEBAS will be construed as absence from duty and suitable action will be taken against those officers/officials. It is therefore, requested that all ITS officers to register/mark their attendance in the AEBAS regularly and punctuality may be maintained in the Department. Attendance is being monitored regularly by the Cadre Controlling Authority and corrective/penal action may be taken against erring officers/officials as per the instructions in the matter.

2. All ITS officers working in DoT Hqrs. are also requested to submit their leave applications through e-office only. Applications received in physical form will not be entertained.

  
(Ajay Kumar VR)

Under Secretary to the Govt. of India

All ITS officers posted at DoT(Hq.)

Sh. N.K. Sharma, for uploading on the DoT website.