

I/71832/2023

**No. Z-92/13/2023-Coord./O&M**

Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg  
New Delhi-110001

Dated: 28 April, 2023

To,

1. Head of all Circles
2. Director, RAKNPA, Ghaziabad
3. GM, CEPT, Bengaluru
4. Director, all PTCs

**Subject: Marking of attendance through biometric devices in Operative offices of the Department of Posts – reg.**

Sir/Madam,

Kindly refer to DoPT instructions dated 21-11-2014 (copy enclosed) making it mandatory to use Aadhar linked biometric attendance in all Central Government and its subordinate offices throughout the country. It has been seen that operative offices of the Department are yet to shift to Aadhar linked biometric attendance, in toto.

2. All Circles are therefore directed to immediately start Aadhar linked biometric attendance in all Departmental Post offices, Mail offices, PSDs, MMS units etc. In case, fingerprint scanners are required to be procured, the same may be procured from GeM on priority. The cost of such finger print scanners is not much and the entire expenditure can be booked under Non scheme OE/OC of Post offices.

4. The Aadhar numbers of all employees in operative offices may kindly be immediately obtained and registered on the Biometric Attendance System of NIC, in a time bound manner, latest by 30th May 2023. Sh Sudidhi Das, Director (IT) NIC Dak Bhawan (sudidhi@nic.in, 9810357708) shall provide technical support to Circles in this exercise.

5. This issues with the approval of Secretary (Posts).

Yours Sincerely,

(Rajeev Yadav)

Assistant Director General (Coord.)

Copy for information to :

- i. Sr. DDG (PAF)- For implementing Aadhar linked Biometric attendance in Postal Accounts side
- ii. CGM (Parcel) CGM (PLI)
- iii. All DDsG/ GM (BD)
- iv. CE (Civil), Postal Dte.
- v. Sr Director, NIC, Dak Bhawan