



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



**Office Order No. 53 of 2023**

**Sub : Updation of data of Officers/Staff in Biometric Attendance System.**

Aadhar Enabled Biometric Attendance System (AEBAS) was enabled for marking of Attendance of Officials working in Board's Office vide Office Orders No. 80 & 91 of 2014. Instructions on adherence to office timings and proper monitoring of Biometric Attendance System by controlling officers have recently been issued vide Office Order No.34 of 2023. However, it has been observed that the data of officials in AEBAS have not been updated since its incorporation w.r.t. changes in account of promotion/transfer/retirement/resignation etc. of the officials.

2. Accordingly, all Officers/Staff working in Board's office may update their details by login of their respective accounts in REIS (Railway Employee Information System) and fill in all the required details as asked by the system carefully. The last date for updating the details is 28.08.2023. This exercise is mandatory for all the Officers/Staff working in Board's Office. For any assistance/help regarding updation of data in REIS, RBCC Branch may be contacted.

3. The above instructions may strictly be complied with.

No.2023/O&M/9/3  
Dated:- 22.08.2023

(T. Srinivas)

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**All Officers/Branches in Board's Office, COFMOW and Dayabasti, New Delhi.**

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