



**DAKSHIN HARYANA BIJLI VITRAN NIGAM LTD**  
(A Power Distribution & Retail Supply Utility, Govt. of Haryana)  
AN ISO 9001:2008 Compliant Utility, CIN:-U99999HR1999SGC034165  
Regd. Office: Vidyut Sadan, Vidyut Nagar, Hisar-125 005 (Haryana)  
☎-01662- 223439(O), (Fax) 01662-223108; www.dhbvn.org.in  
Email- seadm@dhbvn.org.in usga@dhbvn.org.in

**Memo No.Ch-12 /SE/Admn./Gen-66/Vol-XVII**

**Dated: 18.03.2020**

**To**

1. All CEs under DHBVN.
2. CTO, DHBVN, Hisar.
3. Chief Financial Officer, DHBVN, Hisar.
4. All SEs under DHBVN.
5. L.R./HPU, Shakti Bhawan, Panchkula.
6. CAO/FA(HQ)/Chief Auditor/FA&CAO(MM)/FA&CAO(CBO), Hisar.
7. Controller of Stores, DHBVN, Hisar.
8. Chairman/CGRF, DHBVN, Hisar.
9. Company Secretary, DHBVN, Hisar.
10. Chief Communication Officer, DHBVN, Hisar.
11. All XENs under DHBVN.
12. All SDOs under DHBVN.
13. All Sr. Medical Officers/Medical Officers in DHBVN.
14. All Under Secretaries in DHBVN.
15. All Sectional Heads with Headquarter at Vidyut Sadan, Hisar.

**Subject: Exemption till 31.03.2020 from marking attendance to Government Employees through Aadhaar Enabled Biometric Attendance Systems (AEBAS).**

Please refer to the subject cited as above.

A small number of Corona Virus (COVID-19) cases have been reported in the country. It is learnt that most common method of transmission of virus is through infected surfaces. A person may get infected by touching a surface or object carrying virus on it and thereafter touching his/her own mouth, nose or possibly eyes etc.

Keeping in view, the transmission capacity of the Corona Virus, the State Government vide its Letter No. 6/14/2015-MC dated 08.03.2020 (copy enclosed) has taken a decision to exempt the employees from marking attendance through Biometric machine (AEBAS) till 31.03.2020. However, all employees shall henceforth mark their attendance in physical attendance register, as was the practice prior to launch of AEBAS.

The above said State Government instruction dated 08.03.2020 are hereby adopted on the following manner:-

1. All employees of Nigam (Regular/Contractual) are exempted from marking the attendance through Aadhaar Enabled Biometric Attendance System (AEBAS) till 31.03.2020. However, they shall henceforth mark their attendance in physical attendance register, as was the practice prior to launch of AEBAS.

2. A wall mounted hand sanitizer dispenser, however, be installed alongside the AEBAS machines in the meantime.

This issues with the approval of CE/HR & Admn., DHBVN, Hisar.

**DA:** As above

  
S.E./Administration  
DHBVN, Hisar

**Endst. No.Ch-1** 2 /SE/Admn./Gen-66/Vol-XVII

**Dated:** 18.03.2020

A copy of the above is forwarded to the SE/IT, DHBVN, Hisar with request to get the above instructions uploaded on Nigam's website please.

**DA:** As Above

  
Under Secy. Gen. Admn.  
DHBVN, Hisar

**Copy to:**

1. Sr. PS to the Chairman-cum-Managing Director, DHBVN, Hisar.
2. Sr. PS to the Director/Projects, DHBVN, Hisar.
3. Sr. PS to the Director/Operations, DHBVN, Hisar.
4. PA to the CE/HR & Admn., DHBVN, Hisar.
5. XENT&M, DHBVN, Hisar.

**IMMEDIATE/  
MOST URGENT**

**No. 6/14/2015-MC  
Government of Haryana  
Monitoring & Coordination Cell**

**Haryana Civil Secretariat  
Dated, Chandigarh, the 8<sup>th</sup> March, 2020**

To

1. All the Administrative Secretaries to Government of Haryana.
2. All Heads of Departments Govt. of Haryana.
3. All Divisional Commissioners in Haryana.
4. All Managing Directors/Chief Administrators of Boards and Corporations in Haryana.
5. All Deputy Commissioners/Sub Divisional Officers(C) in Haryana.
6. All the Registrars of Universities in Haryana.

**Subject:- Attendance of Government employees through Aadhaar Enabled Biometric Attendance System (AEBAS)**

Respected Madam/Sir,

I am directed to invite your attention to Government circular letter bearing no. 6/14/2015-MC, dated 27<sup>th</sup> March, 2015 vide which Aadhaar Enabled Biometric Attendance System (AEBAS) was prescribed in all the Departments including Boards/Corporations of Haryana Government from 1<sup>st</sup> May, 2015.


You are aware that a small number of Coronavirus (COVID-19) cases have been reported in the Country. It is learnt that most common method of transmission of virus is through infected surfaces. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes, but this is not thought to be the main way the virus spreads. However, keeping in view the transmission capacity of the virus, it is necessary to take all the possible preventive measures to stop the spread of the Virus.

In view of the above, Government has taken a decision to exempt employees from marking attendance through biometric machines (AEBAS) till 31<sup>st</sup> March, 2020.

All employees shall henceforth mark their attendance in physical attendance registers, as was the practice prior to launch of AEBAS.

This may please be brought to the notice of all concerned.

Yours faithfully,

  
Superintendent (M&C Cell)  
for Principal Secretary to Gov. Haryana  
Monitoring & Coordination Cell  
E-mail ID: [cs.coordination@hry.nic.in](mailto:cs.coordination@hry.nic.in)

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