



F.No. 1-40/ANIIMS/Estt./2026/
अण्डमान तथा निकोबार प्रशासन/ANDAMAN & NICOBAR ADMINISTRATION
निर्देशक (एनिम्स) का कार्यालय / OFFICE OF THE DIRECTOR (ANIIMS)
अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान
ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

श्री विजय पुरम, the dated 16th October 2026

OFFICE ORDER NO. 2/26

In pursuance of the National Medical Commission (NMC) guidelines, Punctuality instructions of DoPT and the applicable instructions of the Andaman & Nicobar Administration, all Faculty Members, Resident Doctors and Staffs of ANIIMS and GBPH are directed to comply strictly with the following instructions with immediate effect.

1. Mandatory Attendance All employees shall mark attendance through the designated FACE based Aadhaar Authentication without fail, at the time of reporting for duty and at the time of leaving duty.

2. Biometric Registration Any employee not registered on AEBAS shall immediately get biometric/face data registered through the Nodal Officer.

3. Working Hours

Day	Hours
Monday to Friday	08:30 AM to 04:30 PM
Saturday	08:30 AM to 01:30 PM

These hours apply unless different timings are prescribed under an approved duty roster, shift, emergency duty or other specific administrative or clinical arrangement.

4. Late Coming and Early Leaving Attendance after 08:30 AM is late attendance. No employee shall leave before the prescribed closing time without prior authorization except on sanctioned leave or authorized official duty. In accordance with the extant DoPT instructions: (a) Half-a-day Casual Leave shall be debited for each day of late attendance. Where

no Casual Leave is available, Earned Leave shall be debited. (b) Late attendance up to one hour, on not more than two occasions in a month, for justifiable reasons, may be condoned by the competent authority. (c) Early leaving shall be treated in the same manner as late coming.

5. Habitual Lateness and Disciplinary Action Habitual late attendance and early leaving shall be viewed seriously. In addition to the leave debit under Para 4, disciplinary action may be initiated against employees who come to office habitually late, as this amounts to misconduct under the CCS (Conduct) Rules, 1964, as applicable.

6. Monitoring by HODs/Controlling Officers HODs/Controlling Officers shall: (a) sensitize all employees to office hours and punctuality instructions; (b) download consolidated AEBAS attendance reports from the portal regularly and identify defaulters; (c) record each unauthorized late coming or early leaving and call for a written explanation; (d) ensure that duty rosters are maintained for Faculty, Residents, nursing, paramedical and other shift-based staff and monitor attendance against them (e) verify absences and non-marking of attendance and submit monthly attendance reports to the Director.

7. Leave and Official Duty Employees on sanctioned leave, official duty, training shall ensure that the authorization is properly recorded so that AEBAS records can be reconciled.

8. Technical Failure In case of face authentication failure, device malfunction, or network or connectivity failure, the employee shall immediately report the matter to the HODs/Controlling officers and AEBAS Nodal Officer. A technical difficulty is not a reason to skip attendance. Such cases shall be regularized on the basis of available records with the approval of the competent authority. The Nodal Officer shall ensure that biometric devices remain functional at all times.

9. Salary Linkage Salary and pay bill processing shall be linked to verified AEBAS records, subject to sanctioned leave, authorized duty, approved rosters and duly regularized exceptions.

10. Effective Date These instructions shall come into force immediately. HODs/Controlling Officers shall bring them to the notice of all personnel under their control.

Mukesh Tripathi

DIRECTOR (ANIIMS)
E.File No. 161995

Copy to:

1. PS to Secretary (Health), A & N Administration for information
2. The Medical Superintendent, GBPH for necessary action.
3. The Dean (Academics), ANIIMS for necessary action.
4. All HODs/Sections, ANIIMS and GBPH for necessary action.
5. The AEBAS Nodal Officer, ANIIMS and GBPH for necessary action.
6. The Assistant Director (Admin) for information.
7. The Assistant Accounts Officer for necessary action.
8. The Chairman, IT Cell for uploading the circular in website.
9. Notice Board.
10. Guard File.

Mukesh Tripathi

DIRECTOR (ANIIMS)