



DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF THE CHIEF ENGINEER(IT)
VARUNALAYA PH-II: JHANDEWALAN: NEW DELHI-110005



No: DJB/CE(IT)/2025/ 471

Dated: 15-04-2026

Instructional Order

Subject: Mandatory compliance of attendance through Aadhaar BAS App - Directions to DDOs.

Reference: Instructional Order dated 17.12.2025, Office Order No. 06 dated 28.08.2025 and Office Order No. 07 dated 10.11.2025 issued by Member (A) regarding compliance of attendance through Aadhaar BAS.

It has come to the notice of the Competent Authority that a large number of employees are not marking their attendance regularly through the Aadhaar BAS App.

In this regard, all Drawing and Disbursing Officers (DDOs) are hereby directed to ensure that all employees working under their jurisdiction mark their attendance daily and regularly through the Aadhaar BAS App.

It is reiterated that salary bills shall be prepared strictly on the basis of attendance reports generated from the BAS Portal only.

In case any employee is unable to mark attendance through the Aadhaar BAS App due to any reason, the same shall be immediately reported to the concerned Reporting Officer/DDO, and necessary corrective steps shall be taken promptly. Meanwhile, the Reporting Officer/DDO may verify the attendance of the concerned employee at their level, as per extant instructions.

All DDOs are further directed to submit a compliance report, certifying that all employees under their jurisdiction are marking attendance through the Aadhaar BAS App, to the EDP Cell / DD (IT) within 07 days of issuance of this order.

Any issues related to the implementation of the Aadhaar BAS system may be forwarded to the Office of the Director (A&P) for consideration and resolution. For technical support, the EDP Cell may be contacted.

[Signature]
13/4/2026
(Swetika Sachan)
Member(Administration)

All CEs/Directors/DDOs

CE (E&M) Pkg.

Dy. Director (IT)
Delhi Jal Board, GNCTD

Dy. No. 811 dt 4/5/26

SE (E&M) Pkg.

15/4/26

For wide publicity from Portal

4/5/26

D.D. (I.T.)

Chief Estate Officer
Delhi Jal Board

Diary No. 237
Date 04/05/26

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