

**GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT**

Ref. No. 16144/2015/IT,
Dated: 24.04.2018.

O/o the Prl. Chief Conservator of Forests (HoFF)
Aranya Bhavan, A.P., Guntur.

Sri. P. Mallikharjuna Rao, IFS.

Prl. Chief Conservator of Forests
(Head of Forest Force)

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Circular. No. 01/2018/IT

Sub:- APFD – IT- Biometric attendance in cases of exceptional circumstances –
Circular instructions – Issued – Reg.

Ref:- Circular Memo. No.11022/62017-AS-PU-1-GAD-Part(1), GA (PU.A) Department,
dt.13.04.2018

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In response to the reference cited, the following circular is issued.

The Biometric is being implemented in the Forest Department in respect of Officers and Field Staff. In this regard, the following procedure shall be followed in marking biometric attendance in cases of the exceptional circumstances, other instructions issued are unchanged:

1. ON TOUR / ON OD:

In case, when an Officer / Staff is on an approved O.D. which is planned in advance:

- Reporting Officer should record the movements as O.D. in AEBAS portal.
- Further, while on duty, the Officer / Staff may mark his/her attendance in any available AEBAS device at the location of his/her visit. Then, his/her attendance will be generated in his parent department against an external device.
- On any particular day, while returning from O.D., if it is beyond office hours, the Officer shall report the fact to his Reporting Officer next day for manual updation in customised application which will be developed in CFMS.
- In case when the device is not available in the location of visit, the Reporting Officer shall mark O.D. in advance at AEBAS portal (or) manual updation in customised application of CFMS.
- In case when an Officer / Staff visits uncovered villages or on emergency tours, the Reporting Officer shall give ex-post facto permission and manually update OD in customised application which will be developed in CFMS. Till that time, Head of the Office shall give permission on file.

2. DEVICE NOT WORKING / SWITCHED OFF / DAMAGED:

- In case the AEBAS device is not working or damaged, until the service provider repairs the device, head of the Office shall manually update the IN and OUT attendance particulars of all Staff in customised application which will be developed in CFMS.
- In case when the AEBAS device is destroyed purposefully or switched off intentionally, the Head of the Office will be accountable for the safety and security of the device. In such case, till that time device is replaced, Head of the Office shall give permission on file for manual attendance.

3. CO-LOCATED OFFICES:

- In case more than one office belonging to different Departments are located in the same building, in order to reduce expenditure on devices, all the smaller Officer or one-man Offices in the building should mark their attendance in the AEBAS devices belonging to the larger Department in the building with prior one time notice to the Report Generating Authority.

It is requested to take necessary action accordingly.

Sd/- P.Mallikharjuna Rao
Prl. Chief Conservator of Forests (HoFF)

To:

All the officers, in the O/o the PCCF (HoFF), A.P., Guntur.

All the Circle Heads (Territorial and Wild life), A.P.

All the Divisional Forest Officers (Territorial, Wild life, Social Forestry, Logging Divisions, FSP), .A.P.

Copy to the Superintendents (Please communicate to your concerned), in the O/o the PCCF (HoFF), A.P., Guntur for information.

Copy to the stock file.

//True copy //

for Prl. Chief Conservator of Forests (HoFF)

Submitted:

Ref:- Circular Memo. No.11022/62017-AS-PU-1-GAD-Part(1), GA (PU.A) Department,
dt.13.04.2018

May please be perused.

In the reference cited, the Government have issued Circular instructions regarding marking biometric attendance.

In view of the above, the Government Circular may be communicated to the Officers / Staff / Circle Heads / DFOs (Territorial and Wild life) in A.P.

S/A draft is put up.

