



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

No. Estab.II(i)/AEBAS/Bio-metric/2025/439

10.04.2026

NOTIFICATION

Pursuant to the University Notifications No. Estab.II(i)/AEBAS/ Biometric/2025 dated 18.11.2025, 26.11.2025, 02.12.2025, 08.01.2026, 27.01.2026, 18.02.2026, 20.02.2026, and 24.02.2026, all employees are required to mark their attendance in the Aadhaar-Based Biometric Attendance System (AEBAS) and adhere to office hours of 9:00 a.m. to 5:30 p.m., ensuring 8 hours and 30 minutes of work per day including a lunch break of 30 minutes (preferably between 1.00 - 1.30 p.m.)

It has been observed that, despite efforts made by the respective Divisional Heads to ensure compliance with the prescribed attendance norms, certain Offices/Departments/Faculties sought some relaxation in the stipulated morning attendance limit of 9:10 a.m. The requests state that, on certain occasions, employees are facing unavoidable delays due to the circumstances beyond their control, such as traffic congestion, disruption in public transport or other unforeseen situations, resulting in marginal delays in reporting for duty. Accordingly, it has been requested that such minor deviations from the prescribed reporting time may be considered.

The issue, in question, has been deliberated upon by the University at the appropriate level and it has been decided that:

- i) **Employees marking their attendance after 9:10 a.m. but not later than 9:30 a.m. must complete the full 8 hours and 30 minutes of work by extending duty in the evening of the same duration.**
- ii) **Attendance marked beyond 9:30 a.m. will attract deduction of half day/one day leave, as applicable, from his/her leave account.**
- iii) **Adherence to office hours remains mandatory to maintain discipline and operational efficiency.**

All Dean(s) of Faculties, Head(s) of Departments, University Librarian and Officers-in-Charge are, therefore, requested to take necessary action in spirit and ensure full compliance with AEBAS and strict adherence to attendance and punctuality requirements.


Deputy Registrar (Estab. NT)

The Dean of Faculties/
Head of Departments/
Director of the Institutes/
Controller of Examination/Finance Officer/
University Librarian/Deputy Librarian
Chief Medical Officer, WUS Health Centre/
Officers/Branch In-Charges of
University of Delhi,
Delhi/New Delhi.