

V.O.CHIDAMBARANAR PORT TRUST  
GENERAL ADMINISTRATION DEPARTMENT  
INDUSTRIAL RELATIONS SECTION

No. S-17/1/2014-IR/D.597.

Dated:10.02.2016

CIRCULAR

Sub: Implementation of Aadhar linked Bio-metric finger Print attendance system - Reg.

- Ref: (i) Finance Department's Letter No.A-100/7/2013-PB/ D.1274 dated 15.04.2015.  
(ii) General Administration Department's Letter No.S-17/1/2014-IR/D.3322 dated 10.09.2015, D.3571 dated 01.10.2015 & D.3643 dated 06.10.2015.  
(iii) Shri N.Muruganandam, I.A.S. Joint Secretary, MOS, D.O.Letter No.G.25012/1/2015-PE-II dated 05.10.15.  
(iv) General Administration Department's Circular No.S-17/1/2014-IR/D.3943 dated 31.10.2015. & D.211 dated 18.01.2016.

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The Central Government has been emphasizing the need for introduction and implementation of Aadhar Based Bio-Metric Attendance System in all the Ministries and Central Government Organizations. Hence, Aadhar Number of all employees have to be linked with Employee numbers and interfaced with the server of the Ministry of Shipping. In V.O.C.Port Trust as per the direction of the Ministry, Aadhar Based Bio-Metric Attendance System will be installed at the earliest. Hence, Aadhar Number of all employees have to be linked in the system and the attendance & salary of employees will be affected for non possession of Aadhar Number.

2. While taking action to collect copy of Aadhar Card to link with Aadhar Based Bio-Metric finger print attendance system, it has been observed that some of the officials of Port and Cargo Handling Division of Traffic Department have not obtained the Aadhar Card.

3. In this regard, the officials who have not obtained Aadhar Card and in possession of having census receipt issued during the month April/May 2015, are requested to approach the Tuticorin City Municipal Corporation wherein special camp is being conducted for obtaining Aadhar card.

4. In future, if the Aadhar number is not linked with the Bio-Metric finger print attendance system, the attendance of the employees will not be taken into account and the salary of the concerned employee will be withheld. Hence, the employees who have not submitted the Aadhar card to the Pay bill Section earlier are requested to furnish the details of Aadhar numbers to the Pay bill Section of Finance Department immediately to enable to link it to the employee numbers with a copy of the same to this department.

5. All Heads of Department are, requested to circulate this among all officers and employees working under their control for strict compliance.

6. This may be treated as "Most Urgent".

To  
All Heads of Department, VOCPT.

  
SECRETARY  
10/12/15

Copy to:

- (i) FA&CAO - with a request to take necessary action to collect the details of Aadhar Card from the Port employees and the Pensioners and make entry in the system at the earliest for submitting the report to the Ministry.
- (ii) Sr.Dy.Traffic Manager/ Cargo Handling Division/VOCPT - with a request to translate the above circular in Tamil and inform at Call Point Notice Board for similar action.
- (iii) PA to Chairman/Dy.Chairman for kind information.