



N-16015(20)/2/2024-IT-NMC
National Medical Commission
(IT-Division)



दूरभाष / Phone :
25367033/35/36/37/41
ई-मेल/ E-mail :
it.nmc@nmc.org.in
वेबसाइट/ Website :
www.nmc.org.in

Pocket- 14, Sector- 8, Dwarka,
Phase – 1, New Delhi-110077

Public Notice

Subject:- AEBAS attendance marking - Advance Declaration of Holidays to the Medical Colleges in the Module - reg.

Ref.: F.No. N-16021/24/2023-IT-NMC (8250552) dated 18-01-2024

In continuation to the above referred advisory issued regarding implementation of Aadhaar Enabled Biometric Attendance System (AEBAS) in all government and private medical colleges, the following directions are issued hereby for information and compliance.

2. It is observed that Medical Institutions are including the details of Gazetted / Local holidays / leaves of the faculties retrospectively making the AEBAS data inconsistent at various periods of time.

3. Guidelines w.r.t. implementation of AEBAS attendance for marking of attendance of faculty have been issued vide NMC order F.No. D-130024/07/2022/NMC/DMMP Dated 28th July, 2022 (Copy enclosed). Further, vide serial No. 8 of the guidelines issued on 18th October, 2022 (Copy enclosed), it was mandated that "*Faculty, Demonstrators, Tutors, and Senior Residents on leave or official duty must input such details into AEBAS using the 'add leave' and 'add tour' module respectively.*" Therefore, all Medical Colleges are requested to ensure that the data w.r.t. Gazetted Holidays, Local Administrative Holidays etc. be included in the AEBAS Module of the College in advance prior to the beginning of the calendar year/semester concerned. Further, the Medical College are also requested to include the details of the leave/tour/vacation etc.

in advance before commencement of the same and no retrospective incorporation / updation of details of holidays/leave/tour/vacations etc is allowed / permissible.

3. Accordingly, All Medical Colleges are requested to strictly follow the above instructions and any violation of the same will be viewed seriously and strict action would be taken against the Medical College concerned.

Signed by B Srinivas

Date: 13-06-2024 16:15:46

Dr. B Srinivas

Secretary

To

Dean/Principal of All Medical Colleges/ Institutions