



उ०प्र० आयुर्विज्ञान विश्वविद्यालय

सैफई, इटावा (उ०प्र०) 206130

U.P. UNIVERSITY OF MEDICAL SCIENCES

Saifai, Etawah (U.P) 206130

Website- www.upums.ac.in

Ref: 1834 /2108-CD/UPUMS/CAC/2026-27

Dated: 22.07.2026

To,

All Deans/Heads of Departments/In-charges,
U.P.U.M.S., Saifai.

Subject: Implementation of Standard Operating Procedure (SOP) for Attendance Management through AEBAS/Manual Attendance System.

Sir/Madam,

This is to inform you that the **Standard Operating Procedure (SOP) for Attendance Management through AEBAS/Manual Attendance System** has been prepared to ensure a uniform procedure for attendance of all Medical Faculty, Residents and other University staff.

The said SOP has been approved by the **Hon'ble Vice-Chancellor** and is hereby **implemented in the University with immediate effect**. All concerned are directed to ensure strict compliance with the provisions of the enclosed SOP.

Enclosure: Standard Operating Procedure (SOP) for Attendance Management through AEBAS/Manual Attendance System.

(Deepak Verma)
Registrar

Copy to: For information and necessary action:-

1. Finance Officer, UPUMS, Saifai.
2. CMS, UPUMS, Saifai.
3. MS, UPUMS, Saifai.
4. In-charge, website-to upload the enclosed SOP on the University website.
5. AO(Admin)-to circulate on all HOD's Whats App group
6. PPS, Honourable VC Sir.
7. Biometric Cell.
8. Office Copy.

(Deepak Verma)
Registrar



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**STANDARD OPERATING PROCEDURE (SOP) FOR ATTENDANCE MANAGEMENT
THROUGH AEBAS/MANUAL ATTENDANCE SYSTEM**

1. Purpose

To establish procedure for recording, verification, compilation, and submission of attendance of all University Staff and Employees.

2. Scope

This SOP shall be applicable to all Medical Faculty, Senior Residents (SRs), Tutors, Junior Residents (PG/Non-PG), and other staff working under UPUMS, Saifai.

3. Categories of Attendance

A. Medical Faculty

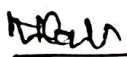
1. Attendance of all Medical Faculty shall be recorded through the Aadhaar Enabled Biometric Attendance System (AEBAS).
2. The attendance cycle will be from 21st of the previous month to 20th of the current month.

In case of any technical issue, network problem:

- o The concerned faculty member will report the matter to the Head of Department (HOD).
- o The HOD shall verify the presence of the faculty member based on departmental records/duty rosters and certify the attendance.
- o The certified attendance will be forwarded to the (CAC) for necessary action.

B. Senior Residents (SRs), Tutors, Junior Residents (PG & Non-PG)

1. Attendance of SRs, Tutors, PG Junior Residents, and Non-PG Junior Residents will be recorded through AEBAS.
2. Attendance will be subject to cross-verification with the Manual Attendance Register and Absent Report maintained by the concerned department.
3. The attendance cycle will be from 26th of the previous month to 25th of the current month.
4. The concerned department will ensure submission of:
 - o Manual Attendance Report, and
 - o Absent Report to CAC by the 26th of every month.
5. In case of any discrepancy between AEBAS attendance and departmental records, the matter will be verified by the concerned HOD.


(Mithlesh Dixit)
AO


(Rakesh Kumar)
SAO


(Dr. Rafey Abdul Rahman)
Incharge CAC(IT)


(Dr. S.P. Singh)
Chief Medical Superintendent

(11)

C. Other Staff

1. Attendance of all remaining categories of staff will continue through the Manual Attendance System until implementation of the Biometric Attendance Software.
2. The attendance cycle will be from 21st of the previous month to 20th of the current month.

4. Responsibilities

Head of Department (HOD)

- Ensure proper maintenance and verification of attendance records.
- Certify attendance in cases where AEBAS attendance is not captured.
- Ensure timely submission of attendance reports to CAC.
- Any issue in case of attendance will be sought out by officer-in-charge-Biometric via HOD.

Biometric Cell

- Maintain and process attendance records received from departments.
- Verify attendance data received through AEBAS.
- Reconcile discrepancies after receiving certified reports from HODs.

Concerned Employee

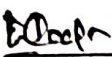
- Ensure marking of attendance through AEBAS wherever applicable.
- Immediately report any attendance-related issue to the concerned HOD.

5. Exceptional Cases

Any attendance-related dispute, discrepancy, or technical issue not covered under this SOP shall be referred to the Competent Authority through CAC for appropriate decision.

6. Effective Date

This SOP shall come into force with immediate effect and shall remain applicable until further orders or implementation of a comprehensive biometric attendance management system.


(Mithlesh Dixit)
AO


(Rakesh Kumar)
SAO

(Dr.S.P.Singh)
Chief Medical Superintendent


(Dr.Rafey Abdul Rahman)
Incharge CAC(IT)