

**PRASAR BHARATI**  
**(INDIA'S PUBLIC SERVICE BROADCASTER)**  
**PRASAR BHARATI SECRETARIAT**  
**PRASAR BHARATI HOUSE, COPERNICUS MARG, NEW DELHI**  
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**No D-13023/25/2019-20/GA-1**

**Dated 24.10.2019**

**Subject:-** Entry of leave/tour details in Biometric Attendance System.

It is observed from the daily list of absentees generated from the Attendance Portal that many of the officers/ officials shown in such list are on leave/tour/training. However, due to non-availability of information in the System they are being shown as absentees.

There is a provision in Biometric Attendance System for entering the details of leave/tour/training of the employees. All Officers and staff of this secretariat may please enter such details in the Biometric Attendance System before proceeding on leave/tour / training. It is also requested to update leave/tour/training records in AEBAS portal with effect from 01.01.2019 latest by 01.11.2019. A statement showing how to enter these details in the attendance portal is sent here with.

Immediately after registering as above, they may send a an approved copy of sanction of leave/tour/training to SO(GA-I) / Ms Namrata, EA, GA-I, PB Sectt. so that the details are authenticated in the system. By so authenticating, the concerned employee will not be shown as absentee in the BAS.

**Encl: As Above**

  
(Rajesh Chandra) 24/10/19  
Director (GA-I)

To,

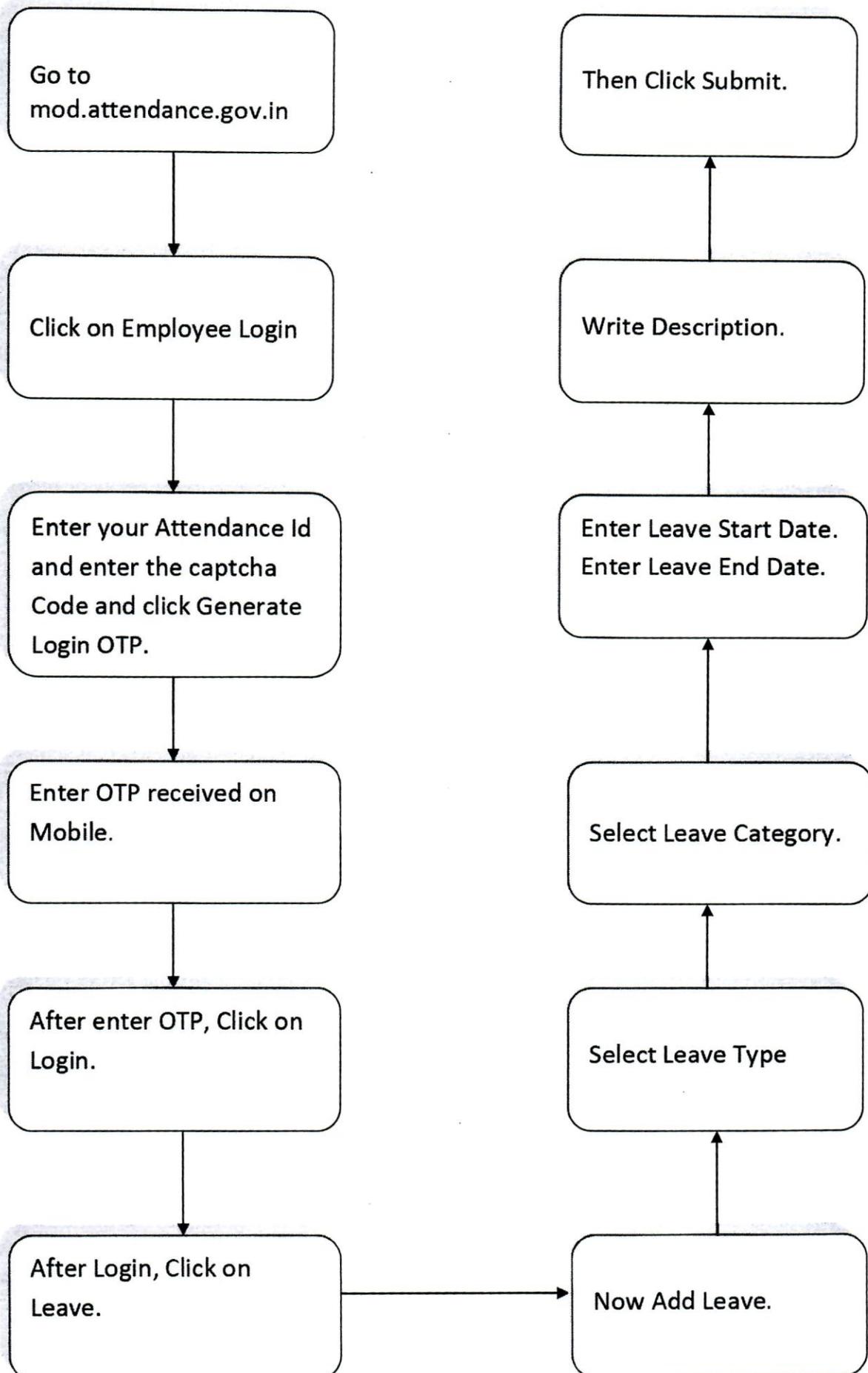
All Officers/Staff of this Sectt

Copy to:

✓ DDG(Tech) for uploading this communication on Prasar Bharati website



## STEPS FOR LEAVE ENTRY ON BAS PORTAL



## STEPS FOR TOUR/TRAINING ENTRY ON BAS PORTAL

