केन्द्रीय उत्पाद शुल्क ,सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
केन्द्रीय राजस्व भवन:आई.एस.प्रेस.रोड, कोचिन - 682 018
CENTRAL REVENUE BUILDING:I.S.PRESS ROAD,COCHIN-682 018

C.No.II/39/29/2015 Vig.Cx.Chn. 1381/15 Dated: 24 .06.2015

Subject: Observance of punctuality in Government Offices

Enclosed please find a copy of DoPT's O.M. No. 11013/9/2014-Estt.A-III dated the 22nd June, 2015 on the above subject for information and strict compliance.

24/06/15
(RANI C.R.)
ASST. COMMISSIONER (P &V)

To

DL No.1

No. 11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-III Desk
*****

North Block, New Delhi – 110001
Dated June 22nd, 2015

OFFICE MEMORANDUM

Subject: Observance of punctuality in Government Offices.

Instructions have been issued from time to time with regard to the need to observe punctuality by Government servants. Responsibility for ensuring punctuality in respect of their employees rests within Ministries/ Departments/ Offices.

2. The decision to introduce AADHAR enabled Bio-metric Attendance System (AEBAS) in Central Government offices, including attached/ sub-ordinate offices, to replace the manual system of marking of attendance to ensure punctuality is to be implemented in all Ministries/ Departments. This Department vide O.M. of even no. dated 21.11.2014 and 28.01.2015, while recognizing that the Biometric Attendance System is only an enabling platform had, inter-alia, stated that there was no change in the instructions relating to office hours, late attendance etc.

3. In this connection attention is invited to Rule 3(1)(ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against such a Government servant. It is also added that punctuality in attendance is to be observed by Government servants at all levels.

4. It is also requested that the necessary directions may be issued to all employees to mark their attendance in BAS portal on regular basis.

(Mukesh Chaturvedi)
Director (Establishment)
Tel: 23093176

To:

1. All Ministries / Departments of Government of India.
2. Comptroller & Auditor General of India, New Delhi.
3. Union Public Service Commission, New Delhi.
4. Central Vigilance Commission, New Delhi.
5. Central Bureau of Investigation, New Delhi.
6. All Union Territories Administration.
7. Lok Sabha / Rajya Sabha Secretariat
8. All attached and subordinate Offices of Ministry of Personnel, PG & Pensions.
9. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → Conduct Rules)