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. 1385/15 Dated: 25.06.2015

OFFICE MEMORANDUM

Subject: Implementation of Aadhar Enabled Biometric Attendance System (AEBAS) - Reg.

In compliance with Department of Personnel & Training's O.M. No. 11013/9/2014-Estt. (A-III) dated 21st November, 2014, Aadhar Enabled Biometric Attendance System (AEBAS) has been introduced in the Central Revenue Buildings, Central Excise Bhavan and all the field offices with effect from 01.06.2015.

In order to streamline the system, the following points are being summarised:

1. All Officers and Officials will be required to mark their attendance at arrival and at departure time in the Aadhar Enabled Biometric Attendance System (AEBAS) machine without any exception.
2. The office timings are from 09.00 AM to 05.30 PM with 30 minutes of lunch break from 01.00 PM to 01.30 PM and these are to be scrupulously observed. Each official has to put in at least 40 Hours of work time for the full 5 days a week. In case there is a holiday in a week, the total hours of work time in that particular week will be proportionately adjusted.
3. In the morning, the time recorded between 9:00 and 9:10 would not be counted towards the shortfall as this is given for marking attendance in Biometric Attendance System. Thereafter, late coming of up to 20 minutes may be relaxed occasionally by the Supervisory Officer keeping in view the transport problem or any other unforeseen eventuality subject to the condition that the duration of late coming is compensated by sitting late in the evening, preferably the same day or any other day of the same week so that the minimum 40 Hours of work time for the 5 days a week is maintained.
4. Similarly, early departure up to 30 minutes can be relaxed occasionally by the Supervisory Officer subject to the condition that the duration of early departure is compensated by sitting extra time on any day of the same week so that the minimum of 40 Hours of work time for the 5 days a week is maintained.
5. Where an officer/official is required to go for an official duty such as search/seizure/House stuffing/official meeting/ requirement in another

office directly from home or proceed in the late afternoon from where he/she is not likely to return to office, an intimation to this effect will be furnished **in advance** to his/her Supervisory Officer. The Supervisory Officer should maintain a register as detailed in para 10 showing the time spend by the officers on such official duties outside. In case an officer/official is to attend some other Government office then such officer should mark his/her attendance in that office (if it is BAS enabled) in the morning or evening as the case may be.

6. Only in exceptional cases like consultation with doctors in CGHS Dispensary/hospitals/attending social obligation, etc. late coming in the morning/early departure in the afternoon up to two hours (maximum) will be allowed subject to the condition that prior intimation/approval of the immediate superior officer has been obtained and the duration of late coming/early departure is compensated by devoting such extra hours of work so as to ensure that the minimum 40 hours work schedule for the entire week is maintained.
7. As per extant instructions, (as contained in DoPT O.M. No. 28034/8/75-Estt.A dated 04.07.1975; No. 28034/10/75/Estt.-A dated 27.08.1975; No. 28034/3/82-Estt.-A dated 05.03.1982) half-a-day's Casual Leave should be debited for each day of late attendance, but late attendance up to an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the Assistant/Deputy Commissioners. Suitable disciplinary action may be initiated by the Controlling Officer, in addition to debiting half-a-day's Casual Leave against Government servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.
8. Any official availing half-day Casual Leave in the forenoon will make arrival entry in the AEBAS up to 01:30 PM and the official availing half-day Casual Leave in the afternoon will make departure entry in the AEBAS at 01:00 PM or after.
9. The officials/staff who are required to perform shift duties (Control Room/Canteen staff) will be guided by the timings of their duty assigned. Concerned authority responsible for assigning the shift duties would ensure compliance of minimum 40 hours duty in a full five days a week system.
10. In offices where the devices may not function properly on some days, the officers are required to maintain a register in the format as detailed below. The fact that the machine is out of order should be reported to Superintendent (Vigilance) and Superintendent (Systems) for record and for remedial action.

Date	Sl.No.	Name of the Officer	Designation	Time in	Time out	Signature	Countersign by the Supervisory Officer

11. The Officers on leave are required to enter the details thereof in advance in the BAS and in cases where it is not done the same will be treated as absent and Casual Leave/Earned Leave as applicable would be deducted.
12. Divisional Assistant/Deputy Commissioner's will generate a monthly abstract of the attendance register of all the officers under their

charge, verify the attendance/non-attendance with the particulars and submit a copy duly certified, to Hqrs. office for further action/record after certifying that the entries therein are in accordance with the points mentioned in this Office Memorandum.

13. Assistant/Deputy Commissioner's in the Divisions and Assistant Commissioner (Prev) and PRO in Hqrs. office must ensure that there is no tampering with the biometric attendance system/surveillance system and responsibility must be fixed in any such cases noticed.

Reshma Lakhani

(RESHMA LAKHANI)
COMMISSIONER

To

The Joint Commissioner (CCO)/Deputy Commissioner (CCO)
Kerala Zone, C.R. Building, IS Press Road, Cochin-18.

All Assistant/Deputy Commissioners in charge of Divisions
Ernakulam-I/Ernakulam-II/Service Tax /Kottayam/Muvattupuzha

All Section Heads of Headquarters & CCO,
C.R. Buildings, IS Press Road, Cochin-18

All Individuals in Cochin Commissionerate/Appeals/CCO

Copy to:

(1) The Chief Commissioner of Central Excise, Customs & Service Tax, Kerala Zone, C.R. Building, IS Press Road, Cochin-18.

(2) The Commissioner (Appeals), C.R. Building, I.S. Press Road, Cochin-18.