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 -682018
C.R.BUILDING, I.S.PRESS ROAD, COCHIN-682018
E-mail: cexcochi@nic.in FAX-0484-2390608 Phone: 0484-2390404

C.No.II/7/2/2014 - Estt. (PF) Dated 02.07.2015

ESTABLISHMENT CIRCULAR NO. 06/2015

Attention is invited to the following letters:-

Sl. No.	Letter No. and date	Subject
1.	F.No.F/23014/63/2015-CEI HZU dated 14/05/2015 received from ADG, DGCEI, Hyderabad Zonal Unit.	Public Notice – Formation of new Visakhapatnam Regional Unit of DGCEI.
2.	No.11013/9/2014-Estt.A-III dated 22.06.2015 received from Ministry of Personnel, Public Grievances & Pensions	Observance of punctuality in Government Offices.

Copy of the mentioned letters may be downloaded from the website of Cochin commissionerate - www.cenexcisekochi.gov.in for information.

02/07/15

[RANI C R]
ASSISTANT COMMISSIONER [P&V]

To

1. All Divisions under Cochin commissionerate
2. Notice Board, Hqrs Cochin
3. The Superintendent (EDP) for uploading.

Copy to:

1. The Deputy Commissioner (CCO), Hqrs Cochin for information.

17 JUN 2015

**DIRECTORATE GENERAL
OF CENTRAL EXCISE
INTELLIGENCE
HYDERABAD ZONAL UNIT
H.NO:1-11-222/4
LANE OPP. HDFC BANK
BEGUMPET
HYDERABAD-500016**

**Tel:040-27765911,
27765921
Fax:040-27765998
email:dgceihyru@yahoo.com**

F.No.F/23014/63/2015-CEI HZU

Date: 14.05.2015.

PUBLIC NOTICE

Attention of public is invited to the formation of new Visakhapatnam Regional Unit of Directorate General of Central Excise Intelligence, falling under the jurisdiction of this Zone. The address of Visakhapatnam Regional Unit is as below:

Office of the Assistant Director,
Directorate General of Central Excise Intelligence
Visakhapatnam Regional Unit,
D.No.1-13-3, #H.No.22, SBI Colony,
Peda Waltair,
Visakhapatnam
ANDHRA PRADESH – 530 017.

Phone No.0891-2528677, 2535250
Email : dgceivzg@gmail.com

All correspondence pertaining to the unit may be addressed to the Assistant Director, DGCEI, Regional Unit, Visakhapatnam at the above address.

14.5.15

(S.N.SAHA)
ADDITIONAL DIRECTOR GENERAL

Copy to:

1. Notice Board.
2. The Asst. Director, DGCEI, Visakhapatnam Regional Unit.
3. As per list enclosed.

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)