भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय उत्पाद शुल्क, सीमा शुल्क और सेवा कर
CENTRAL EXCISE, CUSTOMS & SERVICE TAX
कोचिन, COCHIN
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
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C.No. II/39/29/2015 Vig.Cx.Chn Date : 22.02.2017

## OFFICE MEMORANDUM

**Sub : BAS - Implementation and Monitoring of Bio-metric attendance of employees to ensure punctuality in field formations of CBEC–Monthly Status Reports - reg.**

Kindly find enclosed herewith copy of Board's letter No. C.30013/69/2016-Ad.IV dated 20.12.2016 communicating Chairman's directions for implementation of Bio-metric Attendance System (BAS) in all field formations of CBEC by **31.03.2017**. In this regard, refer this Office letters of even no. dated 25.06.2015 & 24.11.2016 on the above subject for strict implementation and compliance.

**2.** It has also required that all supervisory and controlling officers should analyse the monthly BAS report and take necessary action including deduction of leave/salary strictly in respect of the late comers/absentees as per the existing DoPT's instructions. The status report of implementation and monitoring of BAS shall be forwarded to the controlling Deputy Commissioner/Asst. Commissioner in-charge of the Division/Section **in the forenoon of the first working day of the month without fail** for submission of the consolidated report to the Joint Commissioner (P&V), Hqrs. Office, Cochin on the same day, itself. An e-mail of the status report also should be sent to cex15sys.ker@nic.in/ cexcochinvigilance@rediffmail.com. **The first such report for the month of March, 2017 shall reach this Office before 4.00 P.M. on 03.04.2017 by the controlling officers.**

**3.** Biometric Attendance System (BAS) is only an enabling platform. There is no change in the instructions relating to office hours, late attendance etc. which will continue to apply. As per extant instructions, half-a-day's casual leave should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available) disciplinary action may also be taken against government servants, who are habitually late. Early leaving is also to be treated in the same manner as late coming.

**4.** On an analysis of the attendance of the current calendar year i.e., 2017, it is seen that many officers are coming late to office, i.e., beyond 9.10 A.M. and leaving the Office early. Further, officers are not present in the office after marking the

attendance in the BAS. The stipulated 42hrs and 30 minutes per five days a week are strictly to be enforced by the supervisory officers. The fact of malfunctioning of the BAS devices on any day has to be invariably reported to the Superintendent (Vigilance) and (Systems) on the same day prior to 9.30 A.M. by e-mail along with copy of the register maintained in the format as communicated vide this Office letter dated 25.06.2015. It shall be strictly ensured that all officers mark their attendance in the AEBAS without fail. Any difficulty in this regard shall be brought to the notice of the Superintendent (Systems), Hqrs. Office, immediately.

**5.** Each Controlling Officers shall generate a weekly abstract of the attendance register of all the officers under their charge and verify the attendance/non-attendance/non–marking of the attendance and submit reports for the weeks ending on **03.03.2017, 10.03.2017, 17.03.2017, 24.03.2017 & 31.03.2017** by the succeeding Monday. The shortfall in number of working hours in respect of each officer under their charge has to be substantiated by the controlling officer/supervisory officers.

**6.** Your kind attention is also invited to the provisions of **Rule (2)(i) of the CCS(Conduct) Rules, 1964,** wherein **'every Government servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government servants for the time being under his control and authority'.**

Encl: As above.

22.02.2017

**[ पुल्लेला नागेश्वरा राव / Pullela Nageswara Rao ]**

**प्रधान आयुक्त / Principal Commissioner**

To

1. **The Additional Commissioner, Chief Commissioner's Office, Kerala Zone, Cochin**
2. **The Joint Commissioner, Central Excise, Audit/(P&V), Cochin**
3. **The Joint Commissioner (P&V), Cochin**
4. **The Deputy Commissioner, Chief Commissioner's Office, Cochin**
5. **The Assistant Commissioner, Ernakulam I Division**
6. **The Assistant Commissioner, Ernakulam II Division**
7. **The Assistant Commissioner, Service Tax Division**
8. **The Assistant Commissioner, Muvattupuzha Division**
9. **The Assistant Commissioner, Kottayam Division**
10. **The Deputy/Assistant Commissioner P&V/Adjn./Tech/Legal**
11. **The Chief Accounts Officer, Hqrs. Office, Cochin**
12. **All Section Heads in Headquarters / CCO / Divisions/Range Officers/ Administrative Officers in Cochin Commissionerate**
13. **The Superintendent (Systems) Hqrs for uploading in the official website**

**Copy submitted to : The Chief Commissioner of Central Excise, Customs & Service Tax, Kerala Zone.**

**Copy to : The Commissioner of Central Excise, Customs & Service Tax (Appeals), Cochin.**

**MOST IMMEDIATE**
**BY FAX**

No.C.30013/69/2016--Ad.IV
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs

HUDCO Vishala Buliding, Bhikaji Cama Place,
New Delhi, dated the 20 December, 2016.

To

All Chief Commissioners/Commissioners under CBEC.
All Directors General under CBEC.

Subject: Implementation and Monitoring of Bio-metric attendance of employees to ensure punctuality in field formations of CBEC.

Sir,

I am directed to say that status of implementation of Biometric Attendance System (BAS) in field formations under CBEC is as follows:

(i) No. of offices where BAS is implemented - 6
(ii) No. of offices where BAS partially implemented -32
(iii) No. of offices where BAS is not implemented -16

2. Chairman, CBEC has desired that implementation of Bio-metric attendance should be ensured in all field formations of CBEC by 31st March,2017. A copy of analysis of status of implementation of Bio-metric attendance in respect of field formations is enclosed. It is requested that Bio-metric Attendance System should be implemented by 31.03.2017.

3. It is also requested that where BAS has been implemented, controlling offices should analyse the monthly BAS report and take necessary corrective action, including deduction of leave/salary strictly as per existing DoPT's instructions.

4. Status report of implementation and monitoring of BAS be submitted through DGHRD/Director(Coord.) by 3rd Monday of the month.

Yours faithfully,

20/12/2016

(B.Ginkhan Mang)
Under Secretary to the Govt. of India

**Encl: As above.**

Copy for information to :

1. ADG(HRM),DGHRD, Rajendra Place, New Delhi-110 008.
2. Sh. Sanjeev Kumar Singh, Jt.Director (HRM), DGHRD, CBEC, Rajendra Place, New Delhi – 110008.
3. Commissioner (Coord.), CBEC, New Delhi.
4. Web Master, DG Systems & Data Management, for uploading the letter on CBEC webside

Issued through Email.
21/12/2016

20/12/20

(B.Ginkhan Mang)
Under Secretary to the Govt. of India