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
आई.एस.प्रेस रोड, कोचिन, I.S. PRESS ROAD, KOCHI-682 018
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

C.No. II/39/29/2015 Vig.Cx.Chn /384/17 Date : 16.03.2017

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

Kindly refer to this Office Memorandum C.No. II/39/29/2015 Vig.Cx.Chn dated 22.02.2017 on the subject cited above and also please refer to your letter C.No.II/20/1/2017/511 dated 10.03.2017 on the subject.

It has been requested that each controlling officer after generating the weekly abstract of attendance of all the officers under their charge shall verify the same and substantiate for the shortfall in number of working hours in respect of each officer under their charge. While perusing your report dated 10.03.2017, it is noticed that a number of officers have not put in the required number of hours of duty and some officers are absent on certain days, resulting in shortfall in number of working hours which has not been substantiated.

Action taken in this regard for regularizing the absence/shortfall as required under Para 3 of OM dt 22.02.2017 shall be intimated in your report. Also instructions as per Para 4 of the said OM shall be scrupulously followed while submitting the compliance report of the employees for ensuring the punctuality.

[अमरनाथ केसरी / **Amarnath Kesari**]
संयुक्त आयुक्त / **Joint Commissioner (P&V)**

To

The Assistant Commissioner
Ernakulam I Division
Fourth Floor, Central Excise Bhavan,
Kathrikadavu, Cochin-17

Copy 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 II Division
6. The Assistant Commissioner, Service Tax Division
7. The Assistant Commissioner, Muvattupuzha Division
8. The Assistant Commissioner, Kottayam Division
9. The Deputy/Assistant Commissioner, P&V/Adjn./Tech/Legal
10. The Chief Accounts Officer, Hqrs. Office, Cochin
11. All Section Heads in Headquarters / CCO / Divisions / Range Officers/ Administrative Officers in Cochin Commissionerate
12. The Superintendent (Systems) Hqrs for uploading in the official website.

For information and strict compliance

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