Office of the Principal Commissioner of Central Excise Customs & Service Tax Cochin
15 MAY 2017
इनवार्ड नं
INWARD No.....
Cochin Commissionerate
कोचिन आयुक्तालय

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
कोच्चिन, COCHIN
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, 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 /605/17 Date : 09.05.2017

Sub : BAS - Implementation and Monitoring of Bio-metric attendance (BAS) of employees - current status & timely up-dation of mapping -- Monthly Status Reports - reg.

Ref : (1) This Office Memorandum of even no. dated 22/02/2017
(2) Letter of even no. dated 16.03.2017

It is reiterated yet again that supervisory officers shall ensure that all officers under their charge mark attendance in the AEBAS without fail. The monthly report on the attendance are not being sent regularly from your respective formations, as required vide this Office O.M. dated 16.03.2017 referred above. The shortfall in the number of working hours in respect of each officer has to be substantiated by the controlling/supervisory officer with justifiable reasons and necessary corrective action including deduction of leave/salary, strictly as per existing DoPT's instructions shall be taken. In respect of habitual late comers/ unauthorized absentees, corrective measures may be undertaken to bring in discipline. The controlling officers shall also exercise due control and supervision while writing the APARs of their subordinate officers in this regard.

2. The Board has also further desired that a monthly report in the following format in r/o the officers not mapped in AEBAS, as on the last date of each month be furnished on the first working day of the succeeding month.

Month :

Name of the formation	Total no. of officers working	No. of officers mapped	No. of officers not mapped **	No. of AEBAS machines installed

** with specific reasons for non mapping of the officers

3. The respective Hqrs./Divisional Deputy Commissioners/Assistant Commissioners shall furnish a compiled report received from the sections/formations under their charge in this regard, invariably **by the after-noon of the first working day of the succeeding month.**

4. Further, each controlling officer shall report names of subordinate officers who are not working under them, but are reflected in the AEBAS report. Also, whenever they hold additional charge of any formation, mapping of the subordinate officers in the new charge shall be done immediately. The following controlling officers viz., Supdt (Admn.)/Supdt.(Trg.)/respective Administrative Officers shall

also ensure that the status of newly appointed officers/ officers under Training/Retired officers/ officers on deputation/Transferred etc., are timely updated in the AEBAS. The assistance of the Superintendent (Systems), Hqrs. Office shall be availed on a fortnightly basis for this up-date. No officer under this Commissionerate shall hereinafter mark their attendance other than in the AEBAS, except due to the malfunctioning of the AEBAS machines, wherein the procedure stipulated vide the O.M. dated 22.02.2017 shall be scrupulously followed.

5. Once again, the attention of all the officers is 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'.**

09.05.2017

[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/Tech/Legal, 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/ Hqrs.**
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 and for co-ordination w.r.t the timely mapping of all the officers**

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.