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 658/17 Date : 31.05.2017

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 and 09.05.2017

Even after repeated reminders, the monthly report on Biometric attendance is not being sent from your respective formations, except in the case of Ernakulam I and Kottayam Divisions, as required vide this Office O.M. dated 16.03.2017 and 09.05.2017 referred above. Further, the report on the current status and the progress of mapping of officers in AEBAS as required is also not received.

2. The controlling and supervisory officers have to monitor the attendance of their subordinates and there should not be a lackadaisical approach towards ensuring the punctuality of their subordinates. No concrete steps are being taken to ensure the timely attendance of the late comers and regularization of the absentees as required vide the references cited above.

3. It is once again requested that the respective Hqrs./Divisional Deputy Commissioners/Assistant Commissioners should 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. Non exercise of effective supervisory control of the subordinate officers and non justification in shortage of attendance of the stipulated man hours will be viewed seriously.

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

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.