FAX/E-MAIL

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
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C.No. II/39/29/2015 Vig.Cx.Chn 1743/17 Date: 22.06.2017

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) Reminder letters of even no. dated 16.03.2017, 09.05.2017 & 31.05.2017

In spite of repeated reminders, the monthly report on Biometric attendance is not being sent from your respective formations, as required vide this Office letters referred above. The Principal Commissioner has taken serious note on the dereliction on the part of the controlling/supervisory officers in this regard.

2. It is once again requested that the respective Hqrs./Divisional Deputy Commissioners/Assistant Commissioners should furnish a compiled report on the status of the Bio-metric attendance of their subordinate staff after exercising effective supervisory control of the punctuality and attendance of their subordinates. **The status report on Bio-metric attendance (BAS) of employees should reach the undersigned by 27.06.2017.**

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

To:

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

Copy submitted to:

1. **The Principal Commissioner of Central Excise, Cochin**
2. **The Commissioner of Central Excise (Appeals), Cochin**
3. **The Additional Commissioner, Chief Commissioner's Office, Cochin**
4. **The Joint Commissioner, Central Excise, Audit/Tech/Legal, Cochin**
5. **The Joint Commissioner (P&V), Cochin**