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 कर और केन्द्रीय उत्पाद शुल्क, कोच्चि
CENTRAL TAX & CENTRAL EXCISE, KOCHI
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
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C.No. II/39/29/2015 Vig.Cx.Chn /871/17 Date: 26.07.2017

Sub: BAS - Implementation and Monitoring of Bio-metric attendance of employees to ensure punctuality in field formations of CBEC– 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 a majority of formations, as required vide this Office letters referred above. It is requested that the Controlling officers should monitor the punctuality of their subordinates and regularise the shortfall/absence as per the various instructions in this regard.

On perusing the BAS Monthly attendance report of the Commissionerate for the month of May, 2017, the following observations are brought to your information and for further rectification.

- It is seen that the total number of hours put in by many of the officers is deficient to the stipulated working hours.
- Many officers are not closing the attendance (ie. remarks in BAS as 'not closed') resulting in a major shortfall in the number of working hours for the Commissionerate.
- Officers who has retired and those who are on ICT/Deputations to other zones and Commissionerates still figure in the BAS figures of the Kochi Commissionerate.

The controlling and supervisory officers are once again directed to strictly monitor the attendance of their subordinates and there should not be a lackadaisical approach towards ensuring the punctuality of their subordinates. Concrete steps should be taken to ensure the timely attendance of the late comers and regularization of the absentees as required. The exact reasons for the

shortfall in the number of working hours/absence, should figure in the report, while substantiating the resultant shortfall/absence of the subordinate officers.

The assistance of the EDP Cell, Hqrs. Office could be availed for BAS update. 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.

It is once again requested that the respective Hqrs./Divisional Deputy Commissioners/Assistant Commissioners should furnish a compiled Bio-metric attendance report of their subordinate staff after exercising effective supervisory control of the punctuality and attendance of their subordinates before **10th of every succeeding month.** The Controlling/Supervisory officers shall be held liable for any deviance from the above instructions.

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

To:

1. **The Assistant Commissioner, Kakkanad/Idukki/Aluva/Thrissur/Perumbavoor/Ernakulam/ Chalakkudy Division**
2. **The Deputy/Assistant Commissioner, Prev.-PRO-Prosecution/P&V/ Tech-EDP-Arrear-STATS/ Adjn.-Legal-Review/ Audit-RTI-Trg. Hqrs. Office, Kochi**
3. **The Chief Accounts Officer, Hqrs. Office, Kochi**
4. **All Section Heads in Headquarters / CCO / Divisions/Range Officers/Administrative Officers in Kochi Commissionerate**
5. **The Superintendent (Systems) Hqrs for timely updation in the BAS and for uploading in the official website**

Copy submitted to:

1. **The Commissioner (Appeals), Kochi**
2. **The Additional Commissioner, Chief Commissioner's Office, Kochi**
3. **The Joint Commissioner, CCO/P&V/Prev./Audit/Tech/Legal, Kochi**