Office of the Principal Commissioner of Central Excise Customs & Service Tax, Cochin
28 MAR 2018
इनवार्ड नं INWARD No. 12038
Cochin Commissionerate
कोच्चिन 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 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 Pt I /342/18 Date: 27.03.2018

Sub : BAS - Implementation and Monitoring of Bio-metric Attendance of employees - timely updation of mapping/Monthly Status Reports - reg.
Ref: This Office O.M. dated 25.06.2015 & 22.02.2017

In spite of repeated letters and reminders on the subject, it is noticed that the supervisory/controlling officers are not effectively monitoring the attendance of their subordinate officers.

2. Further, the monthly BAS reports, as required are neither sent in time nor properly prepared. The reasons for the shortfall in number of working hours put in by the officers is also not adequately substantiated.

3. It is once again exhorted to ensure that the subordinate staff attached to your office are mapped and linked through the AEBAS and mark their attendance in AEBAS without fail. Further your are hereby informed to forward monthly BAS reports in time with proper reasons in case of shortfall, if any.

4. Your attention is yet again invited to the provisions of **Rule (2)(i) of the CCS(Conduct) Rules, 1964.** Any dereliction in this regard shall be viewed seriously and shall reflect in your Performance Appraisal Report.

27.03.2018

[पुल्लेला नागेश्वरा राव / **Pullela Nageswara Rao**]
प्रधान आयुक्त / **Principal Commissioner**

To:

1. **The Assistant Commissioner, Hqrs. Office, Kochi [Prev.-PRO-Prosecution/P&V/ Tech-EDP-Arrear-STATS/ Adjn.-Legal-Review/ Audit-RTI-Trg.]**
2. **The Assistant Commissioner, Kakkanad/Idukki/Aluva/Thrissur/Perumbavoor/Ernakulam/ Chalakkudy Division**
3. **The Chief Accounts Officer, Hqrs. Office, Kochi**
4. **The Superintendent (Systems) Hqrs for uploading in the official website**

Copy to:

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