भारत सरकार **GOVERNMENT OF INDIA**
वित्त मंत्रालय **MINISTRY OF FINANCE**
राजस्व विभाग **DEPARTMENT OF REVENUE**
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क, कोच्चि
CENTRAL TAX & CENTRAL EXCISE, KOCHI
केन्द्रीय राजस्व भवन, **CENTRAL REVENUE BUILDING**
आई. एस. प्रेस रोड, कोच्चि, **I.S. PRESS ROAD, KOCHI-682 018**

E-mail: supdtvig-cexcok@gov.in **Fax/Phone: 0484-2396654**

सी. सं /C.No. II/7/01/2017 Vig.Cx.Chn 150/19 **दिनांक /Date : 17.01.2019**

सतर्कता परिपत्र सं. 02/2019/VIGILANCE CIRCULAR No. 02/2019

विषय /Sub: Marking of Attendance in AEBAS System-reg.

Aadhar Enabled Biometric Attendance System (AEBAS) has been introduced in all the offices of CBIC with effect from 01.06.2015. On a scrutiny of the records in AEBAS, it is observed that some of the officers are not properly mapped under their reporting officers and some officers are not marking their attendance in AEBAS. As per report generated from AEBAS as on 10.01.2019, out of the 424 employees registered in Kochi Commissionerate, only 372 are active and only 278 have marked their attendance in AEBAS. Out of the inactive employees 51 employees are not marking their attendance in AEBAS since 01.08.2018 and 30 employees who have been transferred out of the Commissionerate have not been transferred in by the respective Commissionerates.

The following directions are given for strict compliance:-

1. All Officers and Officials will be required to mark their attendance at arrival and at departure time in the AEBAS machine without any exception.
2. The office timings are from 09.00 AM to 05.30 PM with 30 minutes of lunch break from 01.00 PM to 01.30 PM and these are to be scrupulously observed. Each official has to put in at least 40 hours of work time for the full 5 days a week.
3. In the morning, the time recorded between 9:00 and 9:10 would not be counted towards the shortfall as this is given for marking attendance in AEBAS. Thereafter, late coming of upto 20 minutes may be relaxed

occasionally by the Supervisory Officer keeping in view the transport problem or other unforeseen eventuality subject to the condition that the duration of late coming is compensated by sitting late in the evening, preferably the same day or any other day of the same week so that the minimum 40 hours of work time for the 5 days a week is maintained.

4. Similarly, early departure upto 30 minutes can be relaxed occasionally by the Supervisory Officer subject to the condition that the duration of early departure is compensated by sitting extra time on any day of the same week so that the minimum of 40 hours of work time for the 5 days a week is maintained.
5. Where an officer/official is required to go for an official duty such as search/seizure/official meeting/requirement in another office directly from home, or proceed in the late afternoon from where he/she is not likely to return to office, an intimation to this effect will be furnished in advance to his/her Supervisory Officer. The Supervisory Officer should maintain a register as detailed in para 8 showing the time spent by the officers on such official duties outside. In case an officer/official is to attend some other Government office then such officer should mark his/her attendance in that office in the morning or evening as the case may be.
6. As per extant instructions, (as contained in DoPT O.M. No. 28034/8/75-Estt.A dated 04.07.1975; No. 28034/10/75/Estt.-A dated 27.08.1975; No. 28034/3/82-Estt.-A dated 05.03.1982) half-a-day's Casual Leave should be debited for each day of late attendance, but late attendance up to an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the Assistant/Deputy Commissioners. Suitable disciplinary action may be initiated by the Controlling Officer, in addition to debiting half-a-day's Casual Leave against Government servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.
7. Any official availing half-day Casual Leave in the forenoon will make arrival entry in the AEBAS up to 01:30 PM and the official availing half-day Casual Leave in the afternoon will make departure entry in the AEBAS at 01:00 PM or after.
8. In offices where the devices may not function properly on some days, the officers are required to maintain a register in the format as detailed below. The fact that the machine is out of order should be reported to Superintendent (Systems) for record and for remedial action.

Sl. No.	Date	Name of the Officer & Designation	Time In	Time Out	Signature	Countersign by the Supervisory

						Officer

9. All leave applications are required to be entered in advance in the BAS and in cases where it is not done the same will be treated as unauthorised absence.
10. It is the duty of the reporting officer to ensure that all the subordinate officers are properly mapped under them and are marking their attendance in the System properly. If the officers are not marking attendance or found absent without leave in the BAS, the reporting/controlling officer will be held responsible. A report must be sent to the Superintendent (Systems) immediately on joining/relief of an officer or when there is a change in the reporting officer so that the AEBAS records can be properly updated.
11. All Assistant/Deputy Commissioners are directed to check whether all officers working under them are properly mapped, verify their attendance and check whether the entries made therein are in compliance with the points mentioned in this Circular. A compliance report in this regard may be furnished on or before 30.01.2019.

Rajeswari

[राजेश्वरी आर नायर / RAJESWARI R NAIR]

संयुक्त आयुक्त (का. व सत.) / Joint Commissioner (P&V)

To:

1. **The Assistant Commissioner, Hqrs. Office, Kochi [Prev.-PRO-Prosecution-Arrear Cell/Admn.-P&V-Sevattom/Tech-Stat-Review/Adjn.-EDP-GST Cell/Legal-RTI-Training/Audit]**
2. **The Deputy/Assistant Commissioner, Kakkanad/Idukki/Aluva/Thrissur/Perumbavoor/Ernakulam/ Chalakkudy Division**
3. **The Chief Accounts Officer, Hqrs. Office, Kochi**
4. **All Section Heads, Hqrs. Office, Kochi**
5. **The Superintendent (Systems) for uploading the Circular in the official website**

Copy submitted to:

1. **The Chief Commissioner, Thiruvananthapuram Zone.**
2. **The Commissioner, Trivandrum/Kozhikode/Audit/CCP/Appeals**
3. **The Additional Commissioner, CCO**