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**

C.No. II/39/28/2018 Vig.Cx.Chn **Date : 17.07.2019**

Sub: BAS - Implementation and Monitoring of Bio-metric attendance of employees to ensure punctuality in field formations of CBEC - reg.

On perusing the attendance reports in Biometric Attendance System (BAS) it is observed that there is a mismatch between the actual number of officers working in the division and the ranges under it and the number of officers reflected in the BAS. Also some officers who have been transferred to other Commissionerates and to other offices within Kochi Commissionerate still figure in the BAS figures of your Office. Further it is noticed that for some officers the total number of hours put in are deficient to the stipulated working hours and the attendance register is showing absent in some cases.

In this regard, you are directed to take immediate action to ensure that all the officers under your charge shall strictly comply with the guidelines issued vide O.M. dated 25.06.2015 issued in C.No.II/39/29/2015 Vig.Cx.Chn. & Circular 02/2019 in C.No.II/7/01/2017 Vig.Cx.Chn. dated 17.01.2019 regarding Marking of Attendance in AEBAS system. The Deputy/Assistant Commissioners are directed to issue necessary directions to all Supervisory officers for compliance.

The controlling and supervisory officers are directed to strictly monitor the attendance of their subordinates and ensure that every officer is mapped as per the present formations. The relief and joining of officers due to AGT-2019 shall be intimated promptly to the EDP Cell, Hqrs. Office for mapping. All Divisional Deputy/Assistant Commissioners are directed to furnish a compiled Bio-metric report **immediately** of their subordinate staff with details required for making the necessary corrections to EDP Cell, Hqrs. Office in the prescribed format (enclosed).

Further, any deviation from the above mentioned guidelines shall be viewed seriously. The Divisional Deputy/Assistant Commissioners are also directed to verify the attendance of officers for last 6 months and if any instance of unauthorised absence or late attendance is noticed the same shall be promptly reported to the undersigned with a comprehensive report with all supporting records/documents with specific recommendations of the controlling officer/supervisory officer for considering further course of action.

The report sought shall be submitted immediately.

Rajeswari.

[राजेश्वरी आर नायर / RAJESWARI R NAIR]
संयुक्त आयुक्त (का. व सत.) / Joint Commissioner (P&V)

To:

The Deputy/Assistant Commissioner,
Kakkanad/Idukki/Aluva/Thrissur/Perumbavoor/Ernakulam/
Chalakkudy Division

Copy To:

The Assistant Commissioner (EDP)
Central Tax & Central Excise,
Headquarters, Kochi-18 [for information and action as required]

Copy submitted to:

1. **The Commissioner (Appeals), Kochi**
2. **The Additional Commissioner, Chief Commissioner's Office, Kochi**
3. **The Joint Commissioner, CCO/Legal, Kochi**

Biometric Attendance Details								
Sl. No.	**Name of the Employee & Designation**	**Mob.No.**	**Attendance Id**	**Reporting Officer Name**	**Reporting Officer Attendence Id**	**Formation Name**	**Office Location**	**Remark**
1								
2								
3								
4								
5								
6								
7								
8								
9								