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
आयुक्त का कार्यालय
OFFICE OF THE 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: cexcochinvigilance@rediffmail.com Fax/Phone: 0484-2396654

File No. GEXCOM/VIG/MISC/79/2021-VIG Date: 03.09.2021

सतर्कता परिपत्र सं. 01/2021/VIGILANCE CIRCULAR No. 01/2021

विषय/Sub: Marking of Attendance in Covid-19 period-reg.

Due to spread of Corona Virus (COVID-19), marking of attendance in AEBAS was suspended with effect from 09.03.2020 as a preventive measure to stop the spread of virus, vide Vigilance Circular No. 01/2020 dated 09.03.2020. Also, Strict instruction was given to mark attendance in prescribed attendance register, maintained physically, as envisaged in para 8 of the Vigilance Circular No. 02/2019 dated 17.01.2019.

In this regard, the following directions are reiterated for strict compliance:-

1. All the offices are required to maintain a register, physically in the format as detailed below.

Sl. No.	Name & Designation	Biometric Id	Date	In time	Initial	Out time	Initial	Remarks	Counter signature by Controlling Officer
1	2	3	4	5	6	7	8	9	10

2. All Officers and Officials will be required to mark their attendance at

the time of arrival and departure in the register without any exception.

3. Each section of Headquarters and Divisions are required to maintain the register separately. Every Range should also maintain the register separately.
4. All leave applications are required to be entered in advance in the register and in cases where it is not done the same will be treated as unauthorized absence.
5. It is the duty of the reporting officer to ensure that all the subordinate officers marking their attendance in the register properly. If the officers are not marking attendance or found absent without leave, the reporting/controlling officer will be held responsible.
6. The register should be available for inspection by the Vigilance Section as and when called for.
7. All Assistant/Deputy Commissioners are directed to check whether all officers working under them are marking their attendance, and to check whether the entries made therein are in compliance with the points mentioned herein.

Digitally Signed by Maneesh Kumar
Date: 06-09-2021 14:43:07
Reason: Approved

[मनीष कुमार/ MANEESH KUMAR]
आयुक्त / COMMISSIONER

To:

1. **The Assistant Commissioner, Headquarters Office, Kochi**[Legal / Review / Adjudication / Anti Evasion / Technical / Statistics & Intelligence / Tax Arrears Recovery / Systems/ Audit / Vigilance / Administration / Establishment / Accounts / Headquarters (PRO) / Central Registry Unit / O.L / RTI-Training.]

2. **The Deputy/Assistant Commissioner,**
Ernakulam / Kakkanad /Aluva /Perumbavoor/ Thrissur / Idukki / Chalakkudy Division
3. **The Chief Accounts Officer, Hqrs. Office, Kochi**
4. **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**