भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केंद्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER
केंद्रीय कर और केंद्रीय उत्पाद शुल्क CENTRAL TAX AND CENTRAL EXCISE
कोच्चि आयुक्तालय KOCHI COMMISSIONERATE
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F. No. GEXCOM/VIG/MISC/295/2021-VIG Date: As e-signed

VIGILANCE CIRCULAR NO. 02/2025

Sub: Punctuality and Marking of attendance in AEBAS System- reg.

This office had issued the following instructions from time to time for observing punctuality by the Government employees.

1. C. No. II/39/29/2015 Vig. Cx. Chn. dated 25.06.2015
2. C. No. II/7/01/2017 Vig. Cx. Chn. dated 17.01.2019
3. C. No. II/39/28/2018 Vig. Cx. Chn. dated 17.07.2019
4. GEXCOM/VIG/MISC/295/2021-VIG dated 19.07.2023
5. GEXCOM/VIG/MISC/295/2021-VIG dated 05.07.2024

In this regard, attention is also invited to DoPT OM F.No.11013/13/2023 dated 15th June 2024 wherein it is directed that all employees should mark their attendance in AEBAS without fail (copy enclosed). However, while conducting a surprise inspection in one of the Divisions of this Commissionerate, the officers of the Directorate General of Vigilance (South Zonal Unit), Chennai have made certain observations regarding shortcomings in maintenance of attendance in AEBAS.

Therefore, the following Guidelines are issued for strict compliance:

1. All Officers without any exception will be required to mark their attendance at arrival and at departure time in the AEBAS machine.

2. The office timings as prescribed in this office Memorandum C. No. II/39/29/2015 Vig Cx Chn dated 25.06.2015 may be scrupulously followed. Each official has to put in at least 40 hours of work time for the full 5 days a week. As per the extant instructions the Office hours are from 0900 hrs to 1730 hrs with lunch interval from 1300 hrs to 1330 hrs.

3. 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.

4. It is also observed that some Officers are utilizing more than the permitted time for taking lunch, idling time in canteen and also leaving office after marking attendance. All Supervisory Officers should ensure that the Officers working under them do not leave office after marking attendance and such absenteeism should be dealt with strictly.

5. The Divisional Officers should ensure that the AEBAS machines are properly installed and is in good working condition in Divisions as well as in Ranges. 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.

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

6. All leave applications are required to be dealt with as per the directions in Vigilance Circular No. 01/2023 dated 10.01.2023. All leave applications are also 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.

7. Where an officer is required to go for an official duty such as search/ Tour/ Training 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. Also, necessary Tour permission may be sought for and sanctioned in AEBAS. In case an officer 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.

8. It is the duty of the all reporting officers 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 all officers can be properly mapped in / mapped out.

9. 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.

It is reiterated that the instructions contained herein may be strictly adhered to. Any deviation will be viewed seriously and action taken accordingly.

This is issued with the approval of the Principal Commissioner.

Signed by
Rani C R
Date: 16-04-2025 17:59:41

(Rani C. R.)
Additional Commissioner (P&V)

To:

1. **All Additional Commissioner/ Joint Commissioner in Hqrs., Kochi**
2. **Additional Commissioner/ Assistant Commissioner in CCO**
3. **The Assistant Commissioner, Hqrs. Office, Kochi [Prev.-PRO-Prosecution-Arrear Cell/Admn.-P&V-Sevottam/Tech-Stat-Review/Adjn.-EDP-GST Cell/Legal-RTI-Training/Audit]**
4. **The Deputy/Assistant Commissioner, Kakkanad /Idukki / Aluva/ Thrissur/ Perumbavoor / Ernakulam/ Chalakkudy Division**
5. **The Chief Accounts Officer, Hqrs. Office, Kochi**
6. **All Section Heads, Hqrs. Office, Kochi / CCO**

7. **The Superintendent (Systems) for uploading the Circular in the official website**

Copy submitted to:

The Chief Commissioner, Central Tax, Central Excise & Customs, Thiruvananthapuram Zone, **Kochi.**

F. No.11013/13/2023-Pers. Policy-A.III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
*****

North Block, New Delhi
Dated 15th June, 2024

OFFICE MEMORANDUM

Subject: Instructions regarding implementation of Aadhar Enable Biometric Attendance System (AEBAS) for attendance of all Government employees, by various Ministries/Departments/Organizations (MDOs)

Instructions have been issued by this Department from time to time for observing punctuality by the Government employees. Responsibility for ensuring punctuality in respect of their employees rests with the concerned Ministry/ Department/ Organization (MDO). In this regard, instructions on implementation of Aadhar Enabled Biometric Attendance System (AEBAS) by Ministries/Departments/Organizations (MDOs) have also been issued from time to time. In its instructions issued by this Department vide OM of even number dated 23rd June, 2023, all the MDOs were, *inter alia*, advised to ensure strict implementation of AEBAS and periodically monitor the marking of attendance to ensure punctuality. However, it has been observed that despite clear instructions, several employees are not registering their attendance in Biometric Attendance System (BAS) and some of the employees have been coming late on a regular basis.

2. The matter of strict implementation of AEBAS has recently been reviewed and taking a serious note of the laxity in implementation of AEBAS, it is hereby reiterated that all MDOs will regularly monitor the attendance reports of their employees after downloading the same from the portal **(attendance.gov.in)**. The MDOs will also ensure the following:

a. All employees mark their attendance using AEBAS without fail. This will ensure that there will be no discrepancy between 'registered' and 'active' employee on AEBAS.
b. In case any employee is not registered over AEBAS, immediate steps should be taken to register his/her biometric data on BAS portal; MDOs may also reconcile the data of registered employees on AEBAS with the employee data on other portals such as eHRMS portal/PFMS portal and the list of employees maintained by the Department.
c. In respect of Divyaang employees, MDOs will make appropriate arrangements for providing convenient and easily accessible machines for capturing biometrics through suitable alternative modes.
d. HODs of the MDOs shall sensitize their employees to adhere to the instructions relating to office hours, late attendance etc. They would download the consolidated report from the portal on a regular basis and identify the defaulters. Habitual late attendance and early leaving of office should be viewed seriously and be essentially discouraged. Strict action against the defaulters may be initiated under the extant GOI rules.
e. MDOs shall ensure that the biometric machines remain functional at all times.

3. Besides above, it may be noted that UIDAI has now rolled out face-based authentication applications using **Android/iOS based phones**. The face Authentication offers robust features like faster authentication, live location detection, geo-tagging, etc. The Nodal Officer of respective MDO shall configure personal mobile policy in attendance portal for the employees of their Organizations and get the geo-coordinates fed into the entry locations of the office. The minimum OS requirements for smart phones would be OS 9.0 or above for Android smartphones and OS 14.0 or above for iOS smartphones. NIC officers and staff of the respective MDOs will facilitate registration of their Departmental employees on such iOS/android applications.

4. It may kindly be noted that BAS is only an enabling platform and there is no change in the punctuality instructions relating to Office Hours, late attendance etc. which will continue to apply. As per extant instructions contained in DOPT OM No. 28034/8/75-Estt(A) dated 04.07.1975; DOPT OM No. 28034/10/75-Estt(A) dated 27.08.1975 and DOPT OM No. 28034/3/82-Ests(A) dated 05.03.1982, half-a-day's Casual Leave (CL) should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available), disciplinary action may also be initiated against Government servants coming to office habitually late as it amounts to 'misconduct' under the CCS(Conduct) Rules, 1964. Early leaving is also to be treated in the same manner as late coming. The data relating to punctuality and attendance of an employee should also be taken into account, while considering him/her for important assignments, trainings, deputations and transfers/postings.

5. Secretaries of the Ministries/Departments etc. are, therefore, requested to kindly bring the contents of these instructions to the notice of their employees and put in place a robust monitoring mechanism to ensure complete compliance by the employees and initiate suitable action against the defaulting employees.

(Manoj Kumar Dwivedi)
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To,

All Secretaries of Ministries/Departments (As per standard list)