



**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 CENTRAL TAX & CENTRAL EXCISE**  
**केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING**  
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**GEXCOM/VIG/MISC/295/2021-VIG**

**दिनांक/Date: 19.07.2023**

### **VIGILANCE CIRCULAR No. 02/2023**

#### **Sub: Marking of attendance in AEBAS System- Reg:-**

DoPT vide F.No.11013/13/2023 dated 23<sup>rd</sup> June 2023 has issued instructions that all employees should mark their attendance in AEBAS without fail (Copy enclosed). It has come to the notice of the undersigned that certain Officers are not regularly marking their attendance in AEBAS systems.

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.
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

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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. The Divisional Officers should ensure that the AEBAS machines are properly installed and is in good working condition. 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

5. 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 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.
6. 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. 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.
7. 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 all officers can be properly mapped in / mapped out.
8. All Assistant/Deputy Commissioners are directed to check whether all officers working under them are properly mapped, verify their

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attendance and check whether the entries made therein are in compliance with the points mentioned in this Circular.

9. This is issued with the approval of the Commissioner.

**(Rani C. R.)**  
**Additional 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, Central Tax, Central Excise & Customs, Thiruvananthapuram Zone.**
- 2. The Commissioner, Central Tax & Central Excise, Trivandrum/Kozhikode/Audit/Appeals.**
- 3. The Commissioner of Customs, Customs Preventive, Kochi**