

I/318328/2021

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**
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Date: 10.11.2021

सतर्कता परिपत्र सं. 02/2021/VIGILANCE CIRCULAR No. 02/2021

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

DoPT vide OM in F. No. 11013/9/2014. Estt. A-III dated 01.11.2021 (copy enclosed) has decided to resume biometric attendance for all levels of employees with effect from 8th November 2021.

In this regard, the following instructions are issued for strict compliance.

1. All officers are required to mark their attendance in the AEBAS machines with immediate effect.
2. All Divisional Assistant / Deputy Commissioner's to ensure proper installation / working of Biometric Machines.
3. All instructions in Vigilance Circular No. 02/2019 dated 17.01.2019 (enclosed) regarding marking of attendance in AEBAS System to be strictly followed.
4. 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 regarding the hierarchical structure should be sent by Divisional Offices to Supdt (Systems) , HQtrs immediately for proper mapping of officers in AEBAS records.

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5. 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 the Circular.

[पी. सेंतिल कुमार / P. Senthil Kumar]

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

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

Copy submitted to:

- 1. The Chief Commissioner, Thiruvananthapuram Zone.**
- 2. The Commissioner (Appeals), Cochin.**