

भारत सरकार,
वित्त मंत्रालय : राजस्व विभाग
कार्यालय प्रमुख आयुक्त केंद्रीय उत्पाद शुल्क, सीमा
शुल्क एवं सेवाकर
48, प्रशासनिक क्षेत्र, अरेरा हिल्स, होशंगाबाद रोड,
भोपाल-462011



सत्यमेव जयते

Government of India
Ministry of Finance : Department of Revenue
Office of the Principal Commissioner, Customs,
Central Excise & Service Tax
48, Administrative Area, Arera Hills, Bhopal-
462011

C.No. I(22)18/Admn/Hqrs./2016/ 14249

Dated: 09.11.2016

CIRCULAR

Subject :- Implementation of Aadhar enabled Biometric Attendance System(AEBAS)-reg.

1. In compliance with the department of Personnel & Training Office Memorandum No. 11013/9/2014-Estt(A-III) dated 21.11.2014 Aadhar enabled Biometric Attendance System (AEBAS) has been introduced in the Customs, Central Excise & Service Tax Hqrs., including CCO and all divisions of the Commissionerate Bhopal with immediate effect. The following instructions are required to be followed by all the officers and officials for operation of the system with immediate effect :-
2. All Officers and Officials working in the Customs, Central Excise & Service Tax Headquarters including CCO and all Divisions of this Commissionerate, Bhopal are required to mark their attendance at arrival and at departure time in the Aadhar Enabled Biometric Attendance System (AEBAS) machine without exception.
3. The office timings are from 9:30 AM to 6:00 PM with 30 minutes lunch break from 1:30 PM to 2:00 PM and these are to be scrupulously observed. Each official has to put in at least 40 hours of work time for the full 5 days a week. In case there is a holiday in a week, the total hours of work time in that particular week will be proportionately adjusted.
4. In the morning, the time recorded between 9:30 AM and 9:40 AM would not be counted towards short fall as this is given for marking attendance in Biometric Attendance System. Thereafter, late coming of up to 20 minutes may be relaxed occasionally by the Supervisory Officer keeping in view the transport problem or any other unforeseen eventuality subject to the condition that the duration of late coming is compensated by sitting late in the evening, preferably the same day or any other day of the same week so that the minimum 40 working hours for a 5 days week is maintained.
5. Similarly, early departure up to 30 minutes can be relaxed occasionally by the Supervisory Officer subject to the condition that the duration of early departure is compensated by sitting extra time on any day of the same week so that the minimum 40 working hours for a 5 days week is maintained.
6. As per extant instructions, (as contained in DOPT OM No. 280341 8 /75-Estt. A dated 04.07.1975; No. 28034110175-Estt-A dated 27.08.1975; No. 28034/3182-Estt-A dated 05.03.1982) half-a-day's casual leave should be debited for each day of late attendance, but late attendance early departure up to an hour, on not more than two occasions in a month only in exceptional cases like consultation with doctors in Hospitals/attending social obligations etc may be condoned by the section heads and the duration of late coming/early departure is compensated by devoting such extra hours of work so as to ensure that the minimum 40 hours work schedule for the entire week is maintained. 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.

7. Any official availing half day Casual Leave in the forenoon will make arrival entry in the AEBAS up to 2:00 PM and the official availing half day Casual Leave in the afternoon will make departure entry in the AEBAS at 01:30 PM or after.

8. Biometrics Nodal Officer shall device a feasible arrangement for convenient placement of registers for marking attendance in case of AEBAS failure and attendance marked in the register shall strictly be monitored. Deputy Commissioner/ Assistant Commissioner in charge should ensure that similar arrangement is made in all other Biometric locations. Monthly extract of the registrar should be submitted to the Biometric Nodal officer during the first week of the succeeding month, without fail. Shri Babul Mandal, Superintendent, C.Ex. Hqrs, is the Biometric Nodal Officer for whole Commissionerate of Bhopal.

9. The officers on leave/ tour are required to enter the details thereof in advance in the AEBAS (Go to www.pceestbpl.attendance@gov.in)- click 'employee login' - enter Biometric ID and generate OTP, Login using the OTP received in the registered Mobile/email – mark leave/tour and logout), and in case where it is not done, the same will be treated "as absent and Casual Leave / Earned Leave as applicable would be debited. Deputy Commissioner/ Assistant Commissioner are required to login daily and approve/reject pending leave/tour applications of their subordinates, if any.

10. Whenever an officer is relieved from a section/joins a new section, the officers Attendance ID, Payment details and the name of the new reporting office should be mentioned in the relieve report / joining report. Copy of the Relieving/joining Report shall invariably be submitted to the Nodal Officer.

11. Any difficulty in implementation and hardship felt, etc. should be immediately brought to the notice of the Nodal Officer (through proper channel)

12. Copy of this circular is also being made available on website of Bhopal Commissionerate.

13. This issues with the approval of Pr. Commissioner of Customs, Central Excise & Service Tax, Bhopal Commissionerate, Bhopal.

14. Separate (similar) instructions are under issue for the office of the Commissioner (Appeal-I) Bhopal, in this regard.

15. Hindi Version Follows.


(R.S. MAHESHWARI)
ADDL.COMMISSIONER(P&V)

Copy to:-

- (01) The Chief Commissioner(BZ) Customs, Central Excise & Service Tax, , Bhopal.
- (02) The Pr. Commissioner of Customs, Central Excise & Service Tax, Commissionerate, Bhopal
- (03) The Additional/Joint Commissioner, Customs, Central Excise & Service Tax, Commissionerate, Bhopal
- (04) The Dy./Asstt. Commissioner, Customs, Central Excise & Service Tax Division.....(All)
- (05) The Branch Heads of Customs, Central Excise & Service Tax Hqrs., Bhopal.
- (06) Notice Board.

Sevottam/ systems


9.11.16
ADDL.COMMISSIONER(P&V)