



केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX  
6/7 ए.टी.डी. स्ट्रीट, रेस कोर्स रोड, /A.T.D.STREET RACE COURSE ROAD,  
कोयंबतूर -18/COIMBATORE -18

फा.सं.C.No.II/39/10/2015 – Estt.

दिनांकDt.19/08/2016

OFFICE MEMORANDUM

All Officers and officials working in Coimbatore Commissionerate are required to mark their attendance at arrival and at departure in the Aadhar Enabled Biometric Attendance System (AEBAS) machine without exception with effect from 22/08/2016, where machines have been installed. The last 8 digits of their Aadhar number would be the Attendance ID for marking their attendance. After entering the attendance ID, the officers are required to register their finger print (any of the 10 fingers) in the device until it is identified and their photo appears on the screen. The process may be completed by selecting OK.

2. The Office timings are from 9:15 AM to 5:45 PM with 30 minutes lunch break from 1:15 PM to 1:45 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.

3. In the morning, the time recorded between 9:15 AM and 9:25 AM would not be counted towards the shortfall 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 a minimum of 40 working hours for a 5 day week is maintained.

4. 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 a minimum of 40 working hours for a 5 day week is maintained.

5. Where an officer is required to go for an official duty such as search / seizure / house stuffing / official meeting / requirement in any other 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 have to be furnished in advance to his / her Supervisory Officer. The Supervisory Officer should maintain a register in the format given below, showing the time spent by the officer on such official duties outside. In case an officer is to attend some other Government Office, where AEBAS is enabled, then such officer should mark his / her attendance in that office in the morning or evening as the case may be.

Sl. No	Date	Name & Designation of the officer	Time spent on official duty outside		Nature of work	Sign	Countersigned by the Supervisory Officer
			From	To			

Contd - - -

6. As per extant instructions,, (as contained in DOPT OM 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 causal 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 to be 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 1:45 PM and the official availing half day Casual Leave in the afternoon will make departure entry in the AEBAS at 01:15 PM or after.

8. In offices where the devices may not function properly on some days, the officers are required to mark attendance in the register maintained for the purpose in the format specified below. The fact that the machine is out of order should be reported to the Nodal Officer for record and for remedial action.

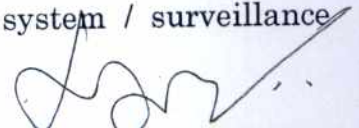
Sl. No	Date	Name of the officer	Designation	Time in	Time out	Signature	Countersigned by the Supervisory Officer

The Biometric Nodal Officer shall devise a feasible arrangement for convenient placements of registers for making attendance in case of AEBAS failure and attendance marked in the register shall strictly be monitored. Section heads in charge should ensure that similar arrangement is made in all other Biometric locations. Monthly extract of the register should be submitted to the AC (P& V), Hqrs during the first week of the succeeding month, without fail.

9. The officers on leave / tour are required to enter the details thereof in advance in the AEBAS (Go to [www.ceczmas.attendance.gov.in](http://www.ceczmas.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. The section heads are required to login daily and approve / reject pending leave / tour applications of their subordinates, if any.

5. Whenever an officer is relieved from a section / joins a new section, the officer's attendance ID, Basic Pay, Grade Pay and the name of the new reporting officer should be mentioned in the relief report / joining report. Copy of the relief / joining report shall be invariably be submitted to the Nodal Officer.

10. The Biometric Admins in respect of Biometric locations and PRO / Caretakers must ensure that there is no tampering with the biometric attendance system / surveillance system and responsibility must be fixed in any such cases noticed.



(N.J. KUMARESH)

ADDITIONAL COMMISSIONER (P&V)

To:

The Nodal Officer Shri. Anish Muraleedharan, DC, Headquarters office, CBE.

Copy submitted to:

The Chief Commissioner of Central Excise, Coimbatore Zone.  
The Commissioner Appeals (I), Coimbatore

Copy to:

All DC's / AC's Headquarters / Divisions in Coimbatore Commissionerate .

(Copy to be given to Range Officers from Divisions)

All Section Heads in Coimbatore Commissionerate – for circulation among staff.

The Superintendent (Public Relation Officer) / Caretaker, Headquarters office,  
Coimbatore.

✓ The Superintendent, Computer Section, Coimbatore  
– for uploading in the official website.

Notice Boards.

Guard files.