



भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE  
राजस्व विभाग DEPARTMENT OF REVENUE

आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER  
केंद्रीय वस्तु एवं सेवा कर तथा केंद्रीय उत्पादशुल्क  
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C.No.II/09/07/2018 Conf.

Date: 25/01/2019

**VIGILANCE CIRCULAR No.02/2019**

**Sub: Marking of Attendance in AEBAS System – Reg.**

Aadhar Enabled Biometric Attendance System (AEBAS) has been introduced in all the offices of CBIC with effect from 01.06.2015. On a scrutiny of the records in AEBAS, it is observed that some of the officers are not properly mapped under their reporting officers and some officers are not marking their attendance in AEBAS.

In this connection, Commissioner has issued the following directions for strict compliance:-

1. All Officers and Officials will be required to mark their attendance at arrival and at departure time in the AEBAS machine without any exception.
2. The office timings are from 09.00 AM to 05.30 PM with 30 minutes of lunch break from 01.00 PM to 01.30 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.
3. In the morning, the time recorded between 9.00 and 9.10 would not be counted towards the shortfall in working hours as this is considered as a grace time for marking attendance in AEBAS. Thereafter, late coming of upto 20 minutes may be relaxed occasionally by the Supervisory Officer keeping in view the transportation hitches or other unforeseen eventuality subject to the condition that the duration of late coming is compensated by working late in the evening, preferably on the same day or any other day of the same week so that the minimum 40 hours of work time for 5 days a week is maintained.

4. Similarly, early departure upto 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 of 40 hours of work time for the 5 days a week is maintained.

5. Where an officer/official is required to go for an official duty such as search/seizure/official meeting/requirement 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. The Supervisory Officer should maintain a register as detailed in para 8 showing the time spent by the officers on such official duties outside. In case, an officer/official has 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.

6. 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.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.

7. Any official availing half-day Casual Leave in the forenoon will make arrival entry in the AEBAS up to 01.30 PM and the official availing half-day Casual Leave in the afternoon will make departure entry in the AEBAS at 01.00 PM or after.

8. In officers where the devices may not function properly on some days, the officers are required to maintain a register in the format as detailed below. The fact that the machine is out of order should be reported to Superintendent(Systems) for record and for remedial action.


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

9. All leave applications are required to be entered in advance in the BAS and in cases where it is not done the same will be treated as unauthorized absence.

10. 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 the AEBAS records can be properly updated.

11. 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 . A compliance report in this regard may be furnished to this office on or before 30.01.2019.

This is issued the approval of Principal Commissioner.

  
25.01.19

S ANIL KUMAR  
(ADDITIONAL COMMISSIONER)

To

1. The Deputy/Assistant Commissioners/ CAO, Head Quarters Office, Thiruvananthapuram
2. The Deputy/Assistant Commissioners Thiruvananthapuram North/ South/Kollam/Pathanamthitta/Alappuzha/Kottayam Divisions
3. All section Heads, Hqtrs Office, Thiruvananthapuram
4. Superintendent(Systems) for uploading in the official website

Copy submitted to:-

- 1.The Chief Commissioner, Thiruvananthapuram Zone
- 2.The Commissioner,Thiruvananthapuram /Kochi/ Kozhikode/ Audit / CCP/Appeals