



GOVT. OF INDIA, MINISTRY OF FINANCE, DEPARTMENT OF REVENUE.
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OFFICE MEMORANDUM

1. All Officers and officials working in the offices of the Chief Commissioner, Customs Central Excise & Service Tax, Shillong Zone, the Commissioner, Central Excise & Service Tax Hqrs., Shillong and all Divisions of this Commissionerate wherever AEBAS is installed are required to mark their attendance at arrival and at departure in the Aadhar Enabled Biometric Attendance System (AEBAS) without exception w.e.f. 25.01.2017. The last 8(eight) digits of their Aadhar No. would be Attendance ID for marking their attendance. After entering the attendance ID, the officers are required to register fingerprint (any of the ten 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 09.15 AM to 05.45 PM with 30 minutes lunch break from 01.15 PM to 01.45 PM and these are to be scrupulously observed. Each official has to put in at least 40 Hours of work time for the full 5days a week. In case there is a holiday in a week, the total hours of work in that particular week will be proportionately adjusted.
3. In the morning, the time recorded between 09.15 AM and 09.25 AM would not be counted towards the shortfall as this is given for making 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 Hours for a 5 days 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 days 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 officer 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 furnish 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 Govt. 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 | Counter signed by the Supervisory Officer |
|--------|------|-----------------------------------|-------------------------------------|----|----------------|------|---|
| | | | from | to | | | |
| | | | | | | | |
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6. As per extant instruction, (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 casual leave should be debited for each day of late attendance, but late attendance/ early departure upto 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 extra hours of work so as to ensure that the minimum 40 working hours per week scheduled 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 Govt. 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 upto 01.45 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. The register should be maintained in such a format so that compiling the attendance officer wise is easy.

| Sl.No. | Date | Name of the officer | Designation | Time in | Time out | Signature | Counter signed by the Supervisory Officer |
|--------|------|---------------------|-------------|---------|----------|-----------|---|
| | | | | | | | |

9. The Biometric Nodal Officer shall devise a feasible arrangement for convenient placement of register for making attendance in case of AEBAS failure and attendance

marked in the register shall strictly be monitored. Divisional 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 Joint Commissioner (P&V) Hqrs., during the first week of the succeeding month, without fail. The Superintendent Tech. (Hqrs.) is the Biometric Nodal Officer for the whole commissionerate of Shillong, Central Excise & Service Tax.

10. The officers on leave/ tour are advised to enter the details thereof in the AEBAS (go to <https://cestcsng.attendance.gov.in> click "employee login" – enter Biometric attendance ID and generate OTP, login using the OTP received in the registered mobile no. – enter the details of leave/ tour).
11. 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 relieve report/ joining report. Copy of the relieve/ joining report shall be invariably submitted to the Nodal Officer.
12. 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.
13. Any difficulty in implementing and hardship felt, etc should be immediately brought to the notice of the Nodal Officer, (through proper Channel).
14. Copy of this circular is also being made available on the website of the Commissioner of Central Excise & Service Tax, Shillong Commissionerate.
15. This issues with the approval of the Commissioner, Central Excise & Service Tax, Shillong.

Sd/-
(L. Beimopha)
Joint Commissioner(P&V)