

 	<p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय  <b>Office of the Principal Chief Commissioner of GST &amp; Central Excise</b>  तमिलनाडु एवं पुदुच्चेरी, चेन्नई अंचल  <b>Tamil Nadu &amp; Puducherry, Chennai Zone</b>  जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई – 600 034  <b>GST Bhawan, No.26/1, Mahatma Gandhi Road, Chennai –600 034</b>  ई-मेल / <b>Email: <a href="mailto:budget-prcco@gov.in">budget-prcco@gov.in</a> / <a href="mailto:zonalbudgetprcco@gmail.com">zonalbudgetprcco@gmail.com</a></b>  दूरभाष / <b>Ph: 28335007 / 28335011</b> फैक्स / <b>Fax: 044-28331050 / 1015</b></p>	   
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जीसीसीओ/ GCCO/1/5/4/2023-ADMN-O/o Pr CC-CGST-ZONE-CHENNAI दिनांक /Date: .06.2024

## CIRCULAR

विषय/Sub: **Instructions regarding implementation of Aadhar Enabled Biometric Attendance System (AEBAS) - Reg.**

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Board vide letter F. No. C-50/80/2024-Ad. II dated 16.06.2024 has directed strict compliance of DoPT instructions contained in the OM F. No. 11013/13/2023-Pers. Policy-A.III dated 15.06.2024 regarding the implementation of Aadhar Enabled Biometric Attendance System (AEBAS) for attendance of all Government Employees by the various Ministries/ Departments/ Organizations (MDOs).

2. Accordingly, the following instructions are issued in respect of the officers posted in Pr.CCO :

(i) **Officers of Pr.CCO :**

All the officers of Pr. CCO, Chennai are directed to mark their attendance in AEBAS without fail and to follow the instructions related to the office timings as mentioned in the Board letter. Habitual late attendance and early leaving of the office will be viewed seriously and strict action against the defaulters will be initiated under the extant GOI rules.

(ii) **Section Heads of Pr.CCO :**

All the Section Heads of Pr. CCO, Chennai are directed to monitor the attendance reports of the employees under their charge, which are being posted in the Chennai CCO IT platform every week. They shall also sensitize the officers to adhere to the instructions relating to office hours, late attendance e.t.c.

Habitual late attendance and early leaving of the office should be viewed seriously and be essentially discouraged. Strict action against the defaulters may be initiated under the extant GOI rules.

(iii) **Nodal Officer incharge of AEBAS for Pr.CCO** - the nodal officer should regularly monitor the attendance reports of their employees after downloading the same from the portal ([attendance.gov.in](http://attendance.gov.in)) and ensure :

A. All employees mark their attendance in AEBAS without fail.

i. There is no discrepancy between the registered and active employees on AEBAS portal.

- ii. Immediate steps should be taken to register the biometric data in the BAS portal, if not registered already.
  - iii. The data of the registered employees in AEBAS should be reconciled with the employee data in the disposition list maintained in the Commissionerate/ E- HRMS/ PFMS portal.
- B. The biometric machines should remain functional at all times.
- In case of any issue with the functioning of biometric machines, the same may be taken up with the Admin / Stores Section of Chennai North CGST (i/c of Pr. CCO) immediately.
- C. The nodal officer should download the consolidated report from the portal on a regular basis (weekly) and identify the defaulters, following the instructions contained in Para 4 of the Board's letter and submit a fortnightly report to this office in the enclosed proforma.
3. This is issued with the approval of the Principal Chief Commissioner of GST & C. Ex, Tamil Nadu & Puducherry Zone.

Signed by

Jayapriya Dharanipathi

डी. जयप्रिया/D. JAYAPRIYA

Date: 26-06-2024 10:59:39

अपर आयुक्त / ADDITIONAL COMMISSIONER

सेवा में /To

The Nodal Officer (AEBAS), Pr. CCO, Chennai

The Assistant Commissioners of GST & C. Ex, Pr. CCO, Chennai

The Chief Accounts Officer, Pr. CCO, Chennai

The Sr. PS to the Principal Chief Commissioner of GST & C. Ex, Pr. CCO, Chennai

The Officers of Pr. CCO, Chennai

F. No. C-50/80/2024-Ad.II  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes & Customs

North Block,  
New Delhi the 16<sup>th</sup> June, 2024

To

All Principal Chief Commissioners / Principal Director Generals / Chief Commissioners  
/ Directors General of Customs & Indirect Taxes under CBIC

**Subject: Instructions regarding implementation of Aadhar Enable Biometric Attendance System (AEBAS) for attendance of all Government employees, by various Ministries/Departments/Organizations (MDOs)**

Madam/Sir,

Instructions have been issued by the Department of Personnel & Training (DoP&T) from time to time for observing punctuality by the Government employees. Instructions on implementation of Aadhar Enabled Biometric Attendance System (AEBAS) have also been issued from time to time. Vide OM of even number dated 23<sup>rd</sup> June, 2023, the DoP&T has inter alia advised all Ministries/Departments/Organizations to ensure strict implementation of AEBAS and periodically monitor the marking of attendance to ensure punctuality. However, it has been noticed that despite clear instructions, several employees are not registering their attendance in Biometric Attendance System (BAS) and some of the employees have been coming late on a regular basis.

2. Matter of strict implementation of AEBAS has again been reviewed and taking a serious note of the laxity in implementation of AEBAS, the DoP&T has issued an OM F. No.11013/13/2023-Pers. Policy-A.III dated 15<sup>th</sup> June 2024 (*copy enclosed*) reiterating that MDOs will regularly monitor the attendance reports of their employees after downloading the same from the portal ([attendance.gov.in](http://attendance.gov.in)). MDOs will also ensure the following:

- (a) All employees mark their attendance using AEBAS without fail. This will ensure that there will be no discrepancy between 'registered' and 'active' employee on AEBAS.
- (b) In case any employee is not registered over AEBAS, immediate steps should be taken to register his/her biometric data on BAS portal; MDOs may also reconcile the data of registered employees on AEBAS with the employee data on other portals such as eHRMS portal/PFMS portal and list of employees maintained by the organization.



- (c) In respect of Divyaang employees, MDOs will make appropriate arrangements for providing convenient and easily accessible machines for capturing biometrics through suitable alternative modes.
- (d) HODs of the MDOs shall sensitize their employees to adhere to the instructions relating to office hours, late attendance etc. They would download the consolidated report from the portal on a regular basis and identify the defaulters. Habitual late attendance and early leaving of office should be viewed seriously and be essentially discouraged. Strict action against the defaulters may be initiated under the extant GOI rules.
- (e) MDOs shall ensure that the biometric machines remain functional at all times.

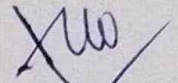
3. Besides above, it may be noted that UIDAI has now rolled out face-based authentication applications using Android/iOS based phones. The face Authentication offers robust features like faster authentication, live location detection, geo-tagging, etc. The Nodal Officer of respective MDO shall configure personal mobile policy in attendance portal for the employees of their Organizations and get the geo-coordinates fed into the entry locations of the office. The minimum OS requirements for smart phones would be OS 9.0 or above for Android smartphones and OS 14.0 or above for iOS smartphones. NIC officers and staff of the respective MDOs will facilitate registration of their Departmental employees on such iOS/android applications.

4. It may kindly be noted that BAS is only an enabling platform and there is no change in the punctuality instructions relating to Office Hours, late attendance etc. which will continue to apply. As per extant instructions contained in DOPT OM No. 28034/8/75-Estt(A) dated 04.07.1975; DOPT OM No. 28034/10/75-Estt(A) dated 27.08.1975 and DOPT OM No. 28034/3/82-Ests(A) dated 05.03.1982, half-a-day's Casual Leave (CL) should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available), disciplinary action may also be initiated against Government servants coming to office habitually late as it amounts to 'misconduct' under the CCS(Conduct) Rules, 1964. Early leaving is also to be treated in the same manner as late coming. The data relating to punctuality and attendance of an employee should also be taken into account, while considering him/her for important assignments, trainings, deputations and transfers/postings. Principal Chief Commissioners / Principal Director Generals / Chief Commissioners / Directors General of Customs & Indirect Taxes under CBIC are, therefore, requested to kindly bring the contents of these instructions to the notice of their employees and put in place a robust monitoring mechanism to ensure complete compliance by the employees and initiate suitable action against the defaulting employees.



5. This issues with the approval of the Chairman, CBIC.

Yours faithfully,



(S.A. Ansari)

Under Secretary to the Govt. of India

Encl: As above.

Copy to:-

Web Manager, Dte. of Systems for uploading on the website of CBIC with a ticker.

F. No.11013/13/2023-Pers. Policy-A.III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
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North Block, New Delhi  
Dated 15<sup>th</sup> June, 2024

**OFFICE MEMORANDUM**

**Subject: Instructions regarding implementation of Aadhar Enable Biometric Attendance System (AEBAS) for attendance of all Government employees, by various Ministries/Departments/Organizations (MDOs)**

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Instructions have been issued by this Department from time to time for observing punctuality by the Government employees. Responsibility for ensuring punctuality in respect of their employees rests with the concerned Ministry/ Department/ Organization (MDO). In this regard, instructions on implementation of Aadhar Enabled Biometric Attendance System (AEBAS) by Ministries/Departments/Organizations (MDOs) have also been issued from time to time. In its instructions issued by this Department vide OM of even number dated 23<sup>rd</sup> June, 2023, all the MDOs were, *inter alia*, advised to ensure strict implementation of AEBAS and periodically monitor the marking of attendance to ensure punctuality. However, it has been observed that despite clear instructions, several employees are not registering their attendance in Biometric Attendance System (BAS) and some of the employees have been coming late on a regular basis.

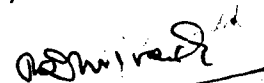
2. The matter of strict implementation of AEBAS has recently been reviewed and taking a serious note of the laxity in implementation of AEBAS, it is hereby reiterated that all MDOs will regularly monitor the attendance reports of their employees after downloading the same from the portal (**attendance.gov.in**). The MDOs will also ensure the following:

- a. All employees mark their attendance using AEBAS without fail. This will ensure that there will be no discrepancy between 'registered' and 'active' employee on AEBAS.
- b. In case any employee is not registered over AEBAS, immediate steps should be taken to register his/her biometric data on BAS portal; MDOs may also reconcile the data of registered employees on AEBAS with the employee data on other portals such as eHRMS portal/PFMS portal and the list of employees maintained by the Department.
- c. In respect of Divyaang employees, MDOs will make appropriate arrangements for providing convenient and easily accessible machines for capturing biometrics through suitable alternative modes.
- d. HODs of the MDOs shall sensitize their employees to adhere to the instructions relating to office hours, late attendance etc. They would download the consolidated report from the portal on a regular basis and identify the defaulters. Habitual late attendance and early leaving of office should be viewed seriously and be essentially discouraged. Strict action against the defaulters may be initiated under the extant GOI rules.
- e. MDOs shall ensure that the biometric machines remain functional at all times.

3. Besides above, it may be noted that UIDAI has now rolled out face-based authentication applications using **Android/iOS based phones**. The face Authentication offers robust features like faster authentication, live location detection, geo-tagging, etc. The Nodal Officer of respective MDO shall configure personal mobile policy in attendance portal for the employees of their Organizations and get the geo-coordinates fed into the entry locations of the office. The minimum OS requirements for smart phones would be OS 9.0 or above for Android smartphones and OS 14.0 or above for iOS smartphones. NIC officers and staff of the respective MDOs will facilitate registration of their Departmental employees on such iOS/android applications.

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5. Secretaries of the Ministries/Departments etc. are, therefore, requested to kindly bring the contents of these instructions to the notice of their employees and put in place a robust monitoring mechanism to ensure complete compliance by the employees and initiate suitable action against the defaulting employees.



**(Manoj Kumar Dwivedi)**

Additional Secretary to the Government of India

Tel. +91-11-23092158

Email: as-pers.policy-dopt@gov.in

To,

All Secretaries of Ministries/Departments (As per standard list)