C.No. I/07/03/2016-PERS   Dated: 17-08-2016.

OFFICE MEMORANDUM

1. All Officers and Officials working in the Customs Headquarters and Customs Division, Trichy are required to mark their attendance at arrival and at departure time in the Aadhar Enabled Biometric Attendance System (AEBAS) machine without exception with effect from 22.08.2016, where machines have been installed.

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 the minimum 40 working 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 the minimum 40 working hours for a 5 days week is maintained.

5. Where an officer/official 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/official is to attend some other Government Office, where AEBAS in 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			

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 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 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

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. Section heads 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. Assistant Commissioner (P&V), Hqrs, is the Biometric Nodal Officer for Hqrs Office and Assistant Commissioner, Customs Division, Trichy is the Nodal Officer for Customs Division, Trichy.

9. The officers on leave/ tour are required to enter the details thereof in advance   in the AEBAS (Go to www.cbeccctpj.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 sub-ordinates, if any.

10. Whenever an officer is relieved from a section/joins a new section, the officers Attendance ID, Basic Pay, Grade Pay and the name of the new reporting office should be mentioned in the relief report / joining report. Copy of the Relief/joining Report shall invariably he submitted to the Nodal Officer.

11. This is issued with the approval of Commissioner of Customs, Trichy.
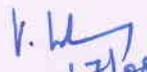
(V. SIVAKUMAR)
JOINT COMMISSIONER

To:
Shri T.Rajasekar,
Assistant Commissioner of Customs,
Nodal Officer,   Hqrs, Trichy

Copy to:
Assistant Commissioner, Customs Division, Trichy
All Section Heads in Hqrs,Trichy - for circulation among staff,
Notice Board.
The Supdt (LANWAN), Computer Section, Hqrs, Trichy
– for uploading in official website.

Copy submitted to:
The Chief Commissioner of Customs (Prev), Trichy.