

NOTE

Sub: - Aadhar Enabled Biometric Attendance System (AEBAS) Attendance - Submission of monthly report - Reg.


Reference is invited to the O.M. dated 14/02/2017 (copy enclosed) issued by the Additional Commissioner, regarding implementation of Aadhar Enabled Biometric Attendance System (AEBAS). As per para 13 of the said O.M., all the Assistant / Deputy Commissioners shall verify the attendance/ non- attendance details of all the officers under their charge and submit a copy every month to Vigilance Section after certifying that the entries therein are in accordance with the points mentioned in the O.M. Further, as per para 14 of the O.M., certain field formations have been exempted from the AEBAS purview. However, the concerned Assistant / Deputy Commissioner have to submit a monthly report duly certifying the number of hours put up by each officer posted in the said locations.

2. In connection with the said O.M., Establishment Section had circulated a format in which the attendance details of the officers working in the respective Section are being compiled in the form of a monthly report and put up to the Assistant / Deputy Commissioner concerned. Thereafter, the same is being forwarded to CIU Section. Many Sections in Custom House and some Field formations have forwarded the monthly reports to CIU for the last 3 months. There are 31 Sections in the Custom House and 13 Field formations. Hence, 44 monthly reports have to be received by CIU every month as per the existing procedure. Monitoring the receipt of reports from the Sections in Custom House and Field formations every month has become unwieldy. Hence, it has been decided that henceforth, instead of the respective Section/Field formation forwarding the report to CIU, the Assistant / Deputy Commissioner concerned will receive the attendance details of the officers working in the Sections/Field formations under their charge in the existing format, verify the same and then submit a compliance report to the Additional Commissioner about the officers working under them in a New format (copy enclosed).

3. It is also informed that the respective Assistant/Deputy Commissioner has to ensure that all the officers working under them follow the guidelines given in the O.M. dated 14/02/2017.

4. This issues with the approval of the Additional Commissioner of Customs.

F.No.S20/25/2017 - CIU
Date: 27/04/2017


(Dipak Zafra)
27/04/2017
Deputy Commissioner

To
The Assistant/Deputy Commissioner