



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
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F. No. S17/05/2014-Estt.

Date: 02.08.2016

STANDING ORDER No.04/2016

Subject: Aadhar Enabled Biometric Attendance System (AEBAS)-Reg.

Consequent to the implementation of the Aadhaar Enabled Biometric Attendance System in this office, the officers and staff who are posted outside Headquarters are instructed to follow the Biometric Attendance timing strictly from 3rd August, 2016.

2. The following procedures have to be followed by the officers/staff for registration of their attendance at the time of Entry /Exit everyday:

Step-1 Register last eight digits of your Aadhaar card No. in Biometric device

Step-2 Put any of your finger impression thereon

3. Entry & Exit of any officer can be registered in the Biometric Device only once in a day.

4. The officers who have not submitted their Aadhaar No. and other details for the implementation of Aadhaar Enabled Biometric Attendance System are instructed to submit the same without any further delay.

5. Officers facing any problem / mismatch while marking attendance in Biometric devices should contact Establishment Section immediately for rectification of the error, if any.

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**(SUDHAKAR MISHRA)
ADDITIONAL COMMISSIONER**

Copy to:

1. All Locations where officers are posted
2. EDI for uploading in the website.
3. CIU
4. Notice Board
5. The Superintendent (G.P) with a request to circulate among the Officers.