

OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE DELHI
C.R. BUILDING, I.P. ESTATE, NEW DELHI-110109

C.No: HQ/D-I/Biometric Attendance/59/2014

3724
4-6-15

Date: .06.15

OFFICE MEMORUNDUM

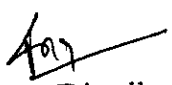
In compliance with Department of Personnel & Training's O.M. No.11013/9/2014-Estt. (A-III) dated 21st November, 2014, Aadhar Enabled Biometric Attendance System (AEBAS) has been introduced in C.R.Building under the jurisdiction of Chief Commissioner, Central Excise, Delhi Zone, New Delhi.

The following rules are required to be followed by all the officers and officials for operation of the system with immediate effect:-

1. All officials will be required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception.
2. The office timings are from 09:30 AM to 06:00 PM with 30 minutes of lunch break from 01:30 PM to 02:00 PM and these are to be scrupulously followed. Each official has to put in at least 40 Hrs. 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 9:30 and 9:40 would not be counted towards the shortfall as this is given for marking attendance in Biometric system. Thereafter, late coming of upto 20 minutes may be relaxed 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 minimum 40 Hrs. of work time for the 5 days a week is maintained.
4. Similarly, early departure up to 30 minutes can be relaxed 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 minimum 40 Hrs. of work time for the 5 days a week is maintained.
5. Where an officer is required to go for an official meeting in another office directly from home or proceed in the late afternoon from where (s)he is not likely to return to office, an intimation to this effect will be furnished in advance to his/her controlling officer.
6. The Officers and staff deployed on search/audit duty by competent authority shall be treated on duty unless otherwise communicated by the concerned competent authority.
7. In exceptional cases like consultation with doctors in CGHS Dispensary/hospitals/attending social obligation, etc., late coming in the morning/early departure in the afternoon up to two hours (maximum,) will be allowed subject to the condition that prior intimation/approval of the immediate superior officer has been obtained 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 hour work schedule for the entire week is maintained.

8. While taking flexibility, if minimum 40 Hrs. of work time for the 5 days a week is not maintained, disciplinary action may be initiated against the erring official as deemed fit under the rules.
9. Arrival in the office after 10.00 A.M. or departure from office before 05:30 PM will be reckoned as half day Casual Leave subject to other rules mentioned herein. This will be applicable till Casual Leaves are available in the account of official. In addition to debiting Casual Leave (or Earned Leave, when no CL is available), disciplinary action shall be initiated against erring officials as deemed fit under the rules.
10. Any official availing half-day Casual Leave in the forenoon will make arrival entry in the AEBAS up to 02:00 PM and the official availing half-day Casual Leave in the afternoon will make departure entry in the AEBAS at 01:30 PM or after.
11. The officials/staff who are required to perform shift duties, will be guided by the timings of their duty assigned. Concerned authority responsible for assigning the shift duties would ensure compliance of minimum 40 hours duty in a full five days a week system.
12. All installed machines and corridors leading to these machines shall be under 24-hours surveillance through CCTV cameras. Disciplinary / legal action shall be taken against any official found to be tampering with the attendance monitoring system / surveillance system.
13. Machines are installed at Gate No. 1 & 2 C.R. Building to mark attendance in Biometric Attendance Monitoring System.

This issues with the approval of the Chief Commissioner of Central Excise, Delhi Zone, New Delhi.


(Raj Kumar Digvijay)
Joint Commissioner
Central Excise, Delhi-I.

Copy to:-

1. Principal Commissioner, Central Excise Delhi-I (Nodal Officer).
2. Commissioner of Central Excise Delhi-II/Central Excise Audit-I/Commissioner (appeals) Delhi-I.
3. All Officers of C.R. Building, Delhi.
4. All Branches of C.R. Building, Delhi. *Com heer*