



Government of India
O/o Pr. Chief Controller of Accounts
Central Board of Indirect Taxes & Customs
Audit Bhawan, I.P. Estate, New Delhi-110002
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No. Admn/1(27)/Misc/2025-26/ 322

Dated: 17.06.2025

OFFICE MEMORANDUM

Sub: Strict compliance of instructions with regard to punctuality and marking of bio-metric attendance in offices -reg.

Reference is invited to various instructions issued by this office from time to time regarding Punctuality and monitoring of Attendance. It has been observed that several of the officers/officials of this office are neither adhering to the Designated office hours in a suitable manner nor are they completing mandated daily working hours. This matter is being viewed seriously and accordingly, the following instructions are issued to all the officers/officials of this office as per DoP&T Office Memorandum No. 11013/13/2023-Pers. Policy-A.III dated 15.06.2024:

- All officers/officials are directed to mark their daily attendance (Entry & Exit) using AEBAS without fail.
- The officer/official not registered over AEBAS must register themselves for the Biometric Attendance System.
- All controlling officers/ section in-charges of this office shall sensitize the officials under their supervision to adhere to the instructions related to office hours, late attendance etc. The consolidated attendance may be reviewed on a regular basis and defaulters may be identified and reported to the Administration for further necessary action.
- Habitual late attendance and early leaving of office shall be viewed seriously and is strictly discouraged.
- As per the extant instructions issued by DoP&T, half-a-day's Casual Leave (CL) shall be debited for each day of late attendance. Early leaving is also to be treated in the same manner as late coming.
- Habitual late attendance shall amount to 'misconduct' under the CCS (Conduct) Rules, 1964. Defaulters shall be liable for Disciplinary action.
- The data relating to punctuality and attendance of an officer/official shall be taken into account, while considering him/her for important assignments, trainings, deputations and transfers/postings.

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2. Furthermore, Establishment-I section (Hqrs) and all the Zonal offices/ PAOs are requested to ensure that all the BAS machines installed in office premises remain functional at all times and the floor cleaning is completed before 09:00 AM.
3. This issues with the approval of the Competent Authority.



(Shashi Kumar Bisht)
Sr. Accounts Officer (Admin-I)

To

1. All concerned officers/ officials for strict compliance.

Copy for information/necessary action to:

1. All Zonal Heads under O/o Pr. CCA, CBIC with the request to ensure compliance.
2. Sr. AO (GST & IT), O/o Pr. CCA, CBIC, New Delhi for uploading on website "www.arpit.gov.in"
3. Sr. PS to Pr. CCA, CBIC, New Delhi.
4. PS to CCA, O/o Pr. CCA, CBIC, New Delhi.
5. PA to CA, O/o Pr. CCA, CBIC, New Delhi.
6. Master Folder.