

No. Admn-1/(01)/Misc/2013-14/2023-24/ 357  
**Office of the Pr. Chief Controller of Accounts**  
**Central Board of Indirect Taxes & Customs**  
**A.G.C.R. Building, (1<sup>st</sup> Floor), IP Estate**  
**New Delhi - 110002.**

Dated: 27.05.2024

OFFICE MEMORANDUM

**Subject: Observance of punctuality in the offices under Pr. Chief Controller of Accounts, CBIC, New Delhi.**

It has been observed that most of the staffs under the office of Pr. CCA, CBIC, New Delhi are not adhering to the stipulated time schedule while attending office. It has been found that staffs are coming late and leaving early habitually. This has been viewed seriously.

It is hereby directed that the punctuality may be ensured by everyone in attending and leaving office.

AAO (Estt.-I) is also directed to ensure that Biometric Attendance ID's of newly joined officers/officials posted in O/o Pr. CCA, CBIC, New Delhi are properly transferred to this office and Aadhaar Based Biometric Attendance ID is being created in case of fresh appointment.

These instructions may be noted by all concerned for strict compliance.

This issues with the approval of the Competent Authority.

**(Anjali Tyagi)**

Sr. Accounts Officer (Admn-I)

**Copy to:**

1. All Zonal Heads (EZ, WZ, NZ, SZ), CBIC.
2. All Sr. Accounts Officers, O/o Pr.CCA, CBIC, New Delhi.
3. All Pay & Accounts Offices under Pr.CCA, CBIC.

**Copy for information:-**

1. Sr.PS to Pr. CCA, CBIC, New Delhi.
2. PS to CCAs, O/o Pr.CCA, CBIC, New Delhi.
3. PS to DCA, O/o Pr.CCA, CBIC, New Delhi.
4. AAO, (GST & IT) for updating on WWW.ARPIT.GOV.IN