

Admn./1(27)Misc./2019-20/ 1405  
Office of 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.

21.  
Dated: -03-2022

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 staff under the office of PrCCA, CBIC are not adhering to the stipulated time schedule while attending office. People are coming late and leaving early. This has been viewed seriously.

It is hereby directed that the punctuality may be ensured by everyone in attending and leaving office. The marking of biometric attendance in Aadhar Based Biometric Attendance System is compulsory for all officers/officials. Failure of Aadhar Based Biometric Attendance system may be intimated to the respective Zonal Head by the field PAOs and to Sr. AO (Admn.I) in respect of the staff posted in the O/o Pr. CCA, CBIC, New Delhi on the same day.

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

This issues with the approval of the Competent Authority.

21/3/22  
(Rakesh Jain)  
Sr. Accounts Officer (Admn)

Copy to:

1. All Zonal Heads (North/South/East/West)
2. All PAOs under O/o Pr. CCA, CBIC, New Delhi.
3. All AOs/Sr.AOs under O/o Pr.CCA, CBIC, New Delhi.
4. AO, (GST & IT) for updating on WWW.ARPIT.GOV.IN

Copy for the information to-

5. Sr. PS to Pr. CCA, O/o Pr. CCA, CBIC, New Delhi.
6. PS to CCAs, O/o Pr. CCA, CBIC, New Delhi.

Pl. upload on ARPIT  
21/03/2022  
AAO (SK)

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21/3/22