



माल और सेवा कर और केन्द्रीय उत्पाद के प्रधान आयुक्त का कार्यालय, चेन्नई - उत्तर
OFFICE OF THE PRINCIPAL COMMISSIONER OF GOODS AND
SERVICE TAX AND CENTRAL EXCISE, CHENNAI NORTH
26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नै - 600 034
26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034.

C. No. II/39/1/2018-Estt.Ch.N.

Dated: .12.2021

OFFICE MEMORANDUM

Sub : Preventive measures to contain the spread of Novel coronavirus(COVID-19) –
Resumption of Biometric attendance – Reg.

Please find enclosed copy of O.M. dated 01.11.2021 on the above subject.

In this regard, it is directed that all the officers of Chennai North Commissionerate are required to mark their attendance at arrival and departure time in the AEBAS machine without exception with effect from 22.12.2021 where machines have been installed.

1. The office timings are from 9:15 to 5:45 with 30 minutes lunch break from 1:15 PM to 1:45 PM and these are to be scrupulously observed. Each official has to put in at least 40 hours 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.
2. In the morning, the time recorded between 9:15 AM and 9:25 AM would not be counted towards the shortfall as this is given for marking attendance in Biometric Attendance System. Thereafter, late coming of up to 20 minutes may be relaxed occasionally by the Supervisory Officer 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 the minimum 40 hours for a 5 days week is maintained.

3. Similarly, early departure up to 30 minutes can be relaxed occasionally by the Supervisory Officer 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 the minimum 40 working hours for a 5 days week is maintained.
4. Where an officer/ official is required to go for an official duty such as search / seizure / house stuffing / official meeting / requirement in any other office directly from home or proceed in the late afternoon from where he / she is not likely to return to office, an intimation to this effect will have to be furnished in advance to his/ her Supervisory Officer. The Supervisory Officer should maintain a register in the format given below, showing the time spent by the officer on such official duties outside. In case an officer/ official is to attend some other Government Office, whereas AEBAS is enabled, then such officer should mark his/ her attendance in that office in the morning or evening as the case may be.

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Sl. No.	Date	Name & Designation of the officer	Time spent on official duty outside	Nature of work	Sign	Countersigned by the Supervisory Officer

5. As per extant instructions (as contained in DOPT OM No. 28034/8/75-Estt. A dated 04.07.21975; No. 28034/10/75-Estt- A dated 27.08.1975; No. 28034/3/82-Estt-A dated 05.03.1982) half-a-day's casual leave should be debited for each day of late attendance, but late attendance / early departure up to an hour, on not more than two occasions in a month Only in exceptional cases like consultation with doctors in CGHS Dispensary/ Hospitals/ attending social obligations etc. may be condoned by the section heads 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 hours work schedule for the entire week is maintained. Suitable disciplinary action may be initiated by the Controlling Officer, in addition to debiting half-a-day's casual leave against Government Servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.
6. Any official availing half day Casual Leave in the forenoon will make arrival entry in the AEBAS up to 1:45 PM and the official availing half day Casual Leave in the afternoon will make departure entry in the AEBAS at 01:15 or after.

7. In offices where the devices may not function properly on some days the officers are required to mark attendance in the register maintained for the purpose in the format specified below. The fact that the machine is out of order should be reported to the Nodal Officer for record and for remedial action.

Sl. No.	Date	Name of the officer	Designation	Time in	Time out	Signature	Countersigned by the Supervisory Officer

Biometric Nodal officer shall devise a feasible arrangement for convenient placement of registers for marking attendance in case of AEBAS failure and attendance marked in the register shall strictly be monitored. Section heads in charge should ensure that similar arrangement is made in all other Biometric locations. Monthly extract of the register should be submitted to the AC(P&V), Hqrs during the first week of the succeeding month, without fail.

8. The officers on leave/ tour are required to enter the details thereof in advance in the AEBAS (Go on www.cecemas.attendance.gov.in) – click ‘employee login’ – enter Biometric ID and generate OTP, Login using the OTP received in the registered Mobile/ email – mark leave / tour and logout), and in case where it is not done, the same will be treated as absent and Casual Leave/ Earned Leave as applicable would be debited. The section heads are required to login daily and approve / reject pending leave/ tour applications of their sub-ordinates, if any.
9. Whenever an officer is relieved from a section / joins a new section, the officers Attendance ID, Basic Pay, Grade Pay and the name of the new reporting officer should be mentioned in the relief report/ joining report. Copy of the Relief/ Joining Report shall invariably be submitted to the Nodal Officer.


(S.DHAVALAKSHMI) 17/12/2021

ASSISTANT COMMISSIONER (P&V)

TO:

The Nodal officer, Smt. B. Jayabalsundari, ADC(CHENNAI NORTH)

Copy submitted to:


The Principal Commissioner, Chennai North Commissionerate.

Copy to:

All DC'S / AC's Headquarters / Divisions – Chennai North Commissionerate
(Copy to be given to Range Officers from Divisions)

All section Heads in Chennai North Commissionerate – for circulation among staff.

Notice Boards

 The Supdt, Computer Section, Chennai North – for uploading in official website

F.No.11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 1st November, 2021

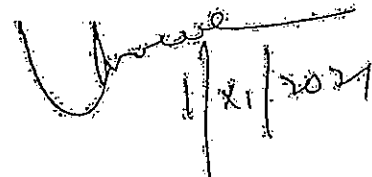
OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Resumption of Biometric attendance regarding.

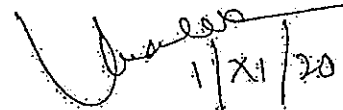
The undersigned is directed to refer to this Department's O.M. of even number dated 14.06.2021, whereby instructions regulating the attendance of Central Government employees with reduced staff, staggered timings and exemption to certain categories of employees from attending offices, which were in force up to 30.06.2021, were issued. It was also provided in the said OM dated 14.6.2021 that the biometric attendance would continue to remain suspended and physical attendance registers maintained until further orders.

2. The matter has since been reviewed and it has been decided to resume biometric attendance for all levels of employees, with effect from Monday the 8th November, 2021. It shall be the responsibility of Heads of Department to ensure that :-

- (a) Sanitizers are mandatorily placed beside biometric machines and all employees sanitize their hands before and after marking of attendance.
- (b) Physical distancing of six feet must be maintained by all employees while marking their attendance. If required, additional biometric attendance machines may be installed to avoid overcrowding.
- (c) All employees shall be required to wear mask/face covers, at all times, including while waiting to mark their attendance.
- (d) As far as possible, designated personnel should be deployed near biometric stations to clean/wipe the touchpad/scanner areas of biometric scanners frequently. Such personnel will also guide employees to maintain COVID appropriate behavior while in queue.


1/11/2021

- (e) As far as possible, adequate number of biometric stations should be placed in an outside/open air environment. If indoor, adequate natural ventilation must be maintained; and
- (f) All offices shall undertake orientation of the employees on precautions to be followed.
- (g) Meetings, as far as possible, shall continue to be conducted on video-conferencing and personal meetings with visitors, unless necessary in public interest, are to be avoided.
- (h) All officers/staff shall strictly follow the COVID-appropriate behavior, at all times, in offices.


1/21/2021

(Umesh Kumar Bhatia)
Deputy Secretary to the Govt. of India

To

- 1) All the Ministries/Departments, Government of India.
- 2) PMO/Cabinet Secretariat.
- 3) PS to Hon'ble MoS (PP).
- 4) PSO to Secretary (Personnel).
- 5) Sr. Tech. Director, NIC, DoP&T - for uploading.