Government of India
O/o Pr. Chief Controller of Accounts
Central Board of Indirect Taxes & Customs
Audit Bhawan, I.P. Estate, New Delhi-110002
Tele/FAX: 011-23702415, E-mail: admncbec@gmail.com

No. Admn/1(27)/Misc/2026/ 448 Dated: 23.09.2026

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 come to the notice of the higher authorities, based on biometric attendance records and during the surprise visit to sections/ offices, that several officers/officials of this office are neither adhering to the designated office hours in a suitable manner nor completing the mandated daily working hours. The matter has been viewed seriously and accordingly, the following directions are issued to all Zonal Offices/PAOs/Sr.AOs under the administrative control of the O/o Pr. Chief Controller of Accounts, CBIC:

a. All officers/ officials shall adhere to the designated office timings while coming and departing the office.
b. Late coming and early departure from office without prior written permission/ approval of the Competent Authority shall not be allowed and such action shall be liable for disciplinary action under the applicable rules.
c. Aadhar Based Biometric Attendance should be followed mandatorily and all officers/ officials shall mark their attendance through AEBAS without fail.
d. Identify all the officers/officials not registered over AEBAS and whose biometric attendance IDs have not been transferred to this department and direct them to compulsorily register/ transfer the Biometric Attendance System immediately. A list of all such officers/officials alongwith the reasons for them not being registered/their Ids not being transferred yet, be furnished to this office by 15.10.2026 positively.
e. Prior permission for leave should be mandatorily obtained and officer/ official proceeding on leave without prior sanction from the Competent Authority shall be liable for disciplinary action.
f. As per the extant instructions issued by DoP&T, half-a-day's Casual Leave (CL) shall be debited for each instance of late coming or early leaving in respect of employee with habitual irregular attendance.

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g. Habitual late attendance shall amount to 'misconduct' under the CCS (Conduct) Rules, 1964. Defaulters shall be liable for Disciplinary action. Therefore, the consolidated attendance shall be reviewed on a regular basis and defaulters be reported to the Administrative section for further necessary action.

h. All controlling officers/section in-charges of this office shall sensitize the officials under their supervision to strictly adhere to the instructions relating to office hours, punctuality and biometric attendance etc.

2. All officers/officials are advised to treat this matter with due seriousness and are expected to maintain strict adherence to the prescribed working hours to avoid any administrative consequences.

3. This issues with the approval of the Competent Authority.

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

Copy for information/necessary action to:

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