

GOVERNMENT OF INDIA
OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE)
CENTRAL REVENUE BUILDING, BIRCHAND PATEL PATH, PATNA - 800 001.
C.No.- II(39)04-30/Cus/ET/BAS/ 2017 Dated: 09.02.2017

OFFICE ORDER No. 14
Dated: 09.02.2017

In continuation of OFFICE ORDER No. 11 dated 21.12.2016 and in compliance with Department of Personnel & Training's O.M. No. 11013/9/2014-Estt.(A-III) dated 21st November, 2014, Aadhar Enabled Biometric Attendance System (AEBAS) machines have been installed in the Office of the Commissioner, Customs (P) Hqrs., Patna and Office of Chief Commissioner, Customs (P) Zone, Patna at 4th Floor & 5th Floor, C. R. Building, Patna.

1. All the officials/Staff are required to mark their arrival and departure time in the Biometric Based Attendance System machine without any exception. This is effective from 22.12.2016.
2. The Individual officer, Reporting officer and Nodal officer are required to perform the following functions:-
 - A. Establishment Branch:-
 - (i) Superintendent (Estt) to map all officers/staff of HQ office to their Controlling officers.
 - (ii) Establishment branch to approve C.L, E.L, tours and other Leaves based on the copy received from respective Reporting officers or ACAO.
 - B. Individual Officer:-
 - (i) Visit website <http://cpcpnbe.attendance.gov.in/> > Click on Employee Log in > Enter Employee No. (last eight digit of Aadhar No.) and Captcha and Generate OTP> Enter Employee No., OTP and Captcha and login.
 - (ii) Click on Update information> Update one's Mobile No. or e-mail ID after Clicking update button or view personal, Organisation or reporting details. The rest details will be changed by the Office.
 - (iii) Click on Attendance Register > View one's Today activity > Click on details for current month attendance activity > Click on 'Data for Month' Tab. Select Month/Year and Load Register to view the month wise attendance register.

4. Superintendent, Establishment will be Nodal Officer for aforesaid purposes.
5. Deputy/Asst. Commissioner (Estt) shall ensure that all officers/staff mentioned above perform their assigned work properly.

This issues with the approval of Commissioner, Customs (P), Patna.

sd/

Joint Commissioner
Customs (P), Patna
Dated: 09.02.2017

C.No.- As above/ 1435-66

10

Copy forwarded to:-

1. The Joint Commissioner (CCO), Customs (P) Zone, Patna.
2. The Assistant Commissioner (Systems), Customs (P) Hqrs., Patna - Officers of System shall ensure that AEBAS functions properly.
3. All the Officers/Staff of Customs (P) Commissionerate, Hqrs., Patna.
4. All the Officers/Staff of the Office of Chief Commissioner, Customs (P) Zone, Patna.
5. All Deputy/Assistant Commissioner of LCS, Divisions & GIA for information. They are required to make the AEBAS operational by the end of this month positively for all Staff & Officers stationed at their offices.
6. The Superintendent (Systems), Customs (P), Hqrs., Patna for uploading in the departmental website.
7. PA to Commissioner, Customs (P), Patna.
8. Notice Board/Guard File.

Joint Commissioner
Customs (P), Patna