F.No.C-30013/9/2016 Ad.IV –A
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs
5th floor, HUDCO Viashala Building,
Bhikaji Cama Place, New Delhi.
Dated 15 September, 2016

To
✓ All Principal Chief Commissioners/Chief Commissioners,
All Commissioners/Directors General under CBEC.

Subject:- Monitoring of database of employees related to the
Aadhaar Enabled Biometric Attendance System (AEBAS).

*****

Sir,

I am directed to forward herewith a copy of Cabinet Secretary, D.O.
Letter No. 171/2//52014-Cab.III dated 28.07.2016 received from Cabinet
Secretariat, New Delhi, on the subject mentioned above for information
and necessary action.

Yours faithfully,

Ecnl. As Above.

(B. Ginkhan Mang)
Under Secretary to the Govt. of India

Copy to: The DG (Systems), New Delhi with the request to kindly upload
this circular on the Website of CBEC.

(B. Ginkhan Mang)
Under Secretary to the Govt. of India
D.O. No. 171/2/5/2014-Cab.III  

28th July, 2016

Dear Secretary,

As you are aware, the Aadhaar Enabled Biometric Attendance System (AEBAS) has been functional in your Ministry/Organisations under its jurisdiction since December 2014. Requisite IT infrastructure for AEBAS has been provided and attendance reports of employees of your Ministry are available in easy to use formats in the online dashboard at attendance.gov.in. MIS reports, including employee wise analysis of attendance, are also available in the online account provided to the designated Nodal Officer of your Ministry.

2. You will appreciate that full advantage of AEBAS can be realized only when it is monitored meaningfully. Towards this end, it is imperative that the database of employees is updated from time to time and reports generated are used for monitoring and ensuring punctuality on a regular basis. Needless to say, the physical security as well as upkeep and maintenance of the biometric devices installed in your offices for AEBAS must also be ensured.

I would therefore urge you to take personal interest in streamlining the functioning and utilization of AEBAS in your Ministry.

With regards,

Yours sincerely,

(P.K. Sinha)

Dr. Hasmukh Adhia
Secretary,
Department of Revenue
New Delhi