



OFFICE OF THE PRINCIPAL COMMISSIONER,
CENTRAL EXCISE & SERVICE TAX COMMISSIONERATE: CHANDIGARH-I
CENTRAL REVENUE BUILDING, PLOT NO. 19, SECTOR 17 C, CHANDIGARH

कार्यालय प्रधान आयुक्त, केन्द्रीय उत्पाद एवम् सेवा शुल्क आयुक्तालय: चंडीगढ़- I

केन्द्रीय राजस्व भवन, प्लॉट नो. 19, सेक्टर-17/सी, चंडीगढ़

मि. सं. I-22(01) प्रशा./मुख्या./ 2014/

Dated: 02.11.2016

8563-77
21/11/16
OFFICE ORDER

In continuation to the Office Order issued on 01.11.2016, it is brought to the notice that the AADHAR BASED BIOMETRIC ATTENDANCE has been rolled out in this Commissionerate w.e.f. 02.11.2016. To get the attendance marked in the record of National Informatics Centre, all the officials are directed to follow the procedure as below:-

1. Enter the Last 08 digits of AADHAR NO. in the machine display.
2. The photograph of the official will appear after the machine accepts the AADHAR NUMBER.
3. The official should keep the finger/thumb straight on the finger pad for marking the attendance.
4. The successful marking of attendance will be reflected along with the time of attendance.
5. The steps from 01 to 04 should be followed each time daily on coming and leaving the office.

This issues with the approval of the Additional Commissioner (Admn).

Deputy Commissioner (Admn)

Copy for information to:

1. P.A. to The Additional Commissioner (P&V), Central Excise Commissioner, Central Excise Commissionerate, Chandigarh-I
2. Deputy/Assistant Commissioner, Tech./STC/Legal/P&V/Prev.
3. Deputy/Assistant Commissioner, Central Excise Division, Chandigarh/Baddi/Mandi Gobindgarh/Shimla
4. All branches in Headquarter
5. Notice Board

02.11.16.
Superintendent (HQ)

System