

* Phone : 2833 1177
Fax : 2833 1188



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Government of India
Ministry of Finance, D/o Revenue, CBEC
Office of the Commissioner of Central Excise
Chennai III Central Excise Commissionerate

26/1, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034.

C. No: II/39/17/2013-Estt-III

Dated: 11.03.2016

CIRCULAR


Subject: Implementation of biometric attendance system from 1st April, 2016 –
Regarding.

The following team is constituted under the leadership of Additional Commissioner (P&V), to implement biometric attendance system from 1st April 2016(Friday), in the headquarters of the Chennai III Central Excise Commissionerate.

1. Asst. Commissioner (P&V) [Smt. T. S. Janaki]
2. Superintendent (Preventive-PRO) [Shri Rajkumar]
3. Admin. Officer (Estt.) [Smt. Geetha]

In the Divisions, jurisdictional AC/DC will be responsible for implementation of the biometric attendance system, along with their Superintendent (PRO) and Administrative Officer. The team should meet, discuss the measures for implementation of the new system and review the progress on daily basis. Collecting Aadhaar numbers from officers, linking them with bio metric attendance machines/website, assessment of the required of number of bio-metric attendance machines, selection of the location of bio metric attendance machines, securing the biometric attendance machines and purchase of bio metric attendance machines as per the rules will be some important responsibilities, which have to be carried out by the above team of officers on top priority.

All Asst. / Deputy Commissioners are requested to ensure full co-operation of their officers, for the team.


J.M. Kennedy
Commissioner

To
All Asst. / Deputy Commissioners (Headquarters)
All Asst. / Deputy Commissioners (Hosur -I, Hosur-II, MM Nagar, Vellore, Ranipet Divisions)