
 PATNA	<p>भारत सरकार /GOVERNMENT OF INDIA केन्द्रीय उत्पाद और सेवा कर प्रधान आयुक्त का कार्यालय OFFICE OF THE PR. COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX, तिसरा मंजिल, केन्द्रीय राजस्व भवन, बीर चंद पटेल पथ, पटना- ८००००९. 3RD FLOOR, C.R. BUILDING (ANNEXE), B.C. PATEL PATH, PATNA -800001 दूरभाष संख्या/ PHONE NUMBER- 0612 2505951 फैक्स संख्या/FAX NUMBER-06122504388 वेबसाइट/WEB SITE: www.cexpatna.bih.nic.in</p>	 सत्यमेव जयते
C. No. V(30)04-Hqrs/BAMS/2016 / 13537-13592		Dated: 23-12-2016

Office Order
Dated: 23-12-2016

With reference to Office Order dated 23-12-2016 issued by the undersigned wherein Order has been issued to all Officials to mark attendance in the AADHAAR Enabled Biometric Attendance System machine installed at the Ground floor to third floor of C. R. Building (Annexe), Birchand Patel Path, Patna.

In this regard, trial run for the AADHAAR Enabled Biometric Attendance System is scheduled on 26-12-2016. Instruction for marking attendance system in Biometric Device is mentioned on the backside.

This is for kind information and compliance for all.

Sd/-
Superintendent (Admin.)

Central Excise & Service Tax Hqrs, Patna

C. No. V (30)04-Hqrs/BAMS/2016 / 13537-13592 Dated: 23-12-2016

Copy to:

1. The Chief Commissioner, Ranchi Zone, Patna;
2. The Principal Commissioner, Central Excise & Service Tax Commissionerate, Patna;
3. The Commissioner (Appeals), Customs, Central Excise & Service Tax, Patna;
4. The Joint Commissioner (P&V/Admin/A.E.), Central Excise & Service Tax Commissionerate, Patna;
5. The Additional Commissioner/Deputy /Assistant Commissioner, CCO, Central Excise & Service Tax, Ranchi Zone, Patna;
6. The Deputy/ Assistant Commissioner(A.E./Admin/P&V/Systems), Central Excise & Service Tax Hqrs, Patna;
7. The Assistant Commissioner, Central Excise & Service Tax, Patna Division II ;
8. The Pay and Accounts Officer/Chief Accounts Officer, Central Excise & Service Tax, Patna;
9. The Head of all branches and Staff of Office of the Chief Commissioner of Central Excise & Service Tax, Ranchi Zone, Patna;
10. The Head of all branches and Staff of Office of the Principal Commissioner, Central Excise & Service Tax Hqrs, Patna;
11. The Head of all branches and Staff of the Commissioner (Appeals), Customs, Central Excise & Service tax, Patna;
12. The Superintendent (System), Central Excise & Service Tax Hqrs, Patna for uploading in the departmental website.
13. The Notice Board;
14. The Guard File.

SB
23-12-16
Superintendent (Admin.)
Central Excise & Service Tax Hqrs, Patna

Instruction for marking the Attendance System in Biometric Device

Steps for marking Opening attendance:

Step1. Enter Eight Digit Employee ID provided to you while registering in the said system.

Step2. When machine asks for scan by your biometric machine put any of your finger at the screen situated at the bottom of the said machine.

Step3. Now if a message will come on the screen along with your photo and opening attendance time; then your attendance has been recorded in the system. If the said message does not come; then you have to repeat the step no. 1 & 2 till the time the said message will not come.

Steps for marking Closing attendance:

Step1. Enter Eight Digit Employee ID provided to you while registering in the said system.

Step2. When machine asks for scan by your biometric machine put any of your finger at the screen situated at the bottom of the said machine.

Step3. Now if a message will come on the screen along with your photo and closing attendance time; then your attendance has been recorded in the system. If the said message does not come; then you have to repeat the step no. 1 & 2 till the time the said message will not come.

Note: In case anyone is facing any difficulty in marking their attendance in the said system, He may contact Admin Branch of Central Excise & Service Tax Hqrs, Patna.