

I/313206/2021



भारत सरकार **GOVERNMENT OF INDIA**
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 राजस्व विभाग **DEPARTMENT OF REVENUE**
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सतर्कता परिपत्र सं**VIGILANCE CIRCULAR No. 04/2021**

Sub: **Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Resumption of Biometric attendance** – reg.

The Office Memorandum F. No. 11013/9/2014-Estt.A.III dated 01.11.2021 issued by the Department of Personnel & Training (DoPT) on the subject '*Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Resumption of Biometric attendance*' may be perused. Due to the spread of Corona Virus (COVID-19), marking of Bio-metric attendance was suspended as a preventive measure to stop the spread of the virus. The decision has been reviewed by the DoP&T vide the O.M. dated 01.11.2021 and now it has been decided to resume to the Biometric Attendance System. Vide Vigilance Standing Order No. 5/2019 dated 22.07.2019 and Vigilance Circular No. 01/2021 dated 23.09.2021, instructions were issued for maintenance of punctuality in attendance by officers at all levels. In this regard, the following directions are issued for strict compliance:-

1. All employees are to henceforth record their attendance on the Aadhar Enabled Biometric Attendance System (AEBAS) with effect from Monday, the 8th November, 2021.
2. All employees are required to sanitize their hands before and after marking of attendance.

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3. Physical distancing of six feet must be maintained by all employees while marking their attendance.
4. All employees shall be required to wear mask/face covers, at all times, including while waiting to mark their attendance.
5. All officers/staff shall strictly follow the COVID-appropriate behaviour, at all times, in offices.

(मोहम्मद यूसफ़ MOHD. YOUSAF)

सीमाशुल्क आयुक्त COMMISSIONER OF CUSTOMS

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