



सीमा शुल्क आयुक्त का कार्यालय

नं.1, विलियम्स रोड, तिरुच्चिरापल्लि - 620 001

**OFFICE OF THE COMMISSIONER OF CUSTOMS  
NO.1, WILLIAMS ROAD, TIRUCHIRAPPALLI 620001**

C.No.II/39/10/2016-Vij

Dated: 08-09-2016

Standing order No.02/2016

Sub: ATTENDANCE—Bio-metric attendance Register  
System—strict adherence thereto—instructions  
issued.

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It is known to all staff members that to mark their attendance to office and departure from office, the Bio-metric Attendance System has been introduced in this Commissionerate and is being implemented successfully.

But of late it is noticed that the staff members are loitering in the office premises/campus after office hours and also during the holidays. It is afraid that it may give room for hampering the fool-proof security system over the records and valuables stored in the office.

Therefore it is hereby directed that all the staff members should avoid loitering in the office premises/campus out of office hours and in the holidays. If at all need be in the course of discharging their official duty, they should attend the office during such occasions only upon prior permission obtained from their higher ups.



This instruction should be scrupulously followed by all the staff members. Failure, if any, will entail suitable action against the erring official.



V. U  
8/5/16  
(V.SIVAKUMAR)  
JOINT COMMISSIONER

TO

All sections in hqrs.

Assistant Commissioner of Customs,  
Customs Division, Trichy.

Copy to J.C. (Central Excise) Trichy.

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