



कार्यालय प्रधान मुख्य आयकर आयुक्त, आन्ध्र प्रदेश व तेलंगाना, हैदराबाद  
Office of the Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana, Hyderabad,  
दसवीं तल, आयकर शिखर / 10TH Floor, Income Tax Towers,  
ए.सी.गार्ड्स, हैदराबाद / AC Guards, Hyderabad - 500 004.  
टेलि.नं./Tel. No. 040 - 23425474, फैक् सFax 040-23241427

F.No. Pr.CCIT/AP & TS/Estt/AEBAS/Circular/76/2023-24

Date : 30/09/ 2024

### C I R C U L A R

**Sub : Punctuality in office and adherence to office timings - Reg.**

**Ref : 1. Pr.CCIT/AP&TS/Estt/AEBAS/76/2024-25 dated 03.07.2024.  
2. Pr.CCIT/AP&TS/Estt/AEBAS/76/2024-25 dated 24.07.2024.**

\* \* \*

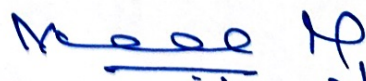
Punctuality in attendance and unflinching observance of work discipline in all spheres are watchwords of an organisation for its success. Instructions have been issued by various supervisory authorities from time-to-time with regards to the need to observe punctuality by the employees of the department.

2. Your kind attention is drawn to the letters dated 03.07.2024 & 24.07.2024 issued by this office, wherein SOP for registration of employees on attendance portal [www.incometaxap.attendance.gov.in](http://www.incometaxap.attendance.gov.in) as well as furnishing of correct details of officers and officials with respect to name, employee code, mobile number, attendance id (last 8 digits of aadhar No.) and present office, location etc., were sought, to expedite the process of onboarding of all the employees on to AEBAS.

3 In this regard, I am directed to request all the Heads of Offices to treat the matter of punctuality in attendance with utmost importance and seriousness and ensure that all the officers and officials be punctual in attendance and adhere to the office timings. Apart from the above, I am directed to convey that the HoDs shall ensure registration of all the officers and officials on attendance portal [www.incometaxap.attendance.gov.in](http://www.incometaxap.attendance.gov.in) immediately and also the HoDs shall ensure necessary steps for installation of AEBAS systems on top priority basis to implement AEBAS attendance as and when the AEBAS devices get delivered in the next one/two weeks.

4. This issues with the approval of Pr. Chief Commissioner of Income Tax, AP&TS, Hyderabad.

Yours faithfully,

  
(M. MURALI MOHAN) 30/09/24  
Addl. Commissioner of Income Tax,  
(Hqrs)(Admn. & Vigilance),  
O/o Pr.CCIT, AP&TS, Hyderabad

To  
All Heads of Department  
O/o Pr.CCIT, AP&TS, Hyderabad.