



**TEA BOARD**

14, Biplabi Trailokya Maharaj Sarani  
Kolkata-700001

**Dated: 11-03-2020**

**OFFICE MEMORANDUM NO. 32/2020**

In view of the nCoV (Coronavirus) outbreak, it has been decided by the Competent Authority that as a precautionary measure, marking of bio-metric attendance in Aadhar Based Biometric Attendance (AEBAS) will be temporarily suspended and the attendance of the officers/employees of the Board will be marked in the **Attendance Register w.e.f., 12-03-2020 upto 31-03-2020 or till further orders**. All employees are requested to clearly indicate the in-time and out-time while marking their attendance in the Attendance Register.

(Dr. Rishikesh Rai)  
Secretary (I/C)

**Distribution:**

1.	Executive Directors (Guwahati, Coonor)	With the request to bring the content of the Office Memorandum to the employees working under their respective jurisdiction for compliance.
3.	All Zonal/Regional/Sub-Regional Offices of the Board	
4.	Secretary to Dy. Chairman/PA to FA&CAO/ Secretary's Personal Section	For kind information please.
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6.	Secretariat Branch	For record please.
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