

Tea Board
14, B T M Sarani
Kolkata – 700001.

Dated : 28.09.2012

OFFICE ORDER NO, 34/2012

The undersigned is directed to say that Tea Board is introducing Biometric Attendance System for its Head Office at Kolkata with effect from Wednesday, the 4th October, 2012 from 9-45 a.m. with the following guidelines and stipulations :

1.	Every employee should attend office positively by 9-45 a.m. on all working days. However, in case of any unavoidable circumstances or traffic dislocation/abnormal running of trains etc., relaxations are allowed upto 10-30 a.m. If any employee attends office after 10-30 a.m. he/she shall be treated as LATE for that day. However, such late attendance may be condoned upto 5 days in a month considering the situation, after which half-a-day's Casual Leave shall be debited against his/her Casual Leave Account for each subsequent day(s) beyond the 5 th day of late attendance.
2.	Employees attending office after 11-00 a.m. on any working day shall be treated as ABSENT and in that case, he or she shall apply for admissible leave from his/her leave account.
3.	Employees shall stay strictly upto 6-00 p.m. on all working days after which, they are allowed to leave office.
4.	In case of any technical problem in the system or software, the matter may immediately be brought to the notice of Secretary, Tea Board and in his absence, Assistant Secretary, Tea Board or Section Officer(Establishment), Tea Board, considering the situation.
5.	An official of M/s. Fortuna Impex Pte. Ltd. shall be present on the location where the Biometric Attendance System equipments are installed and shall provide all sorts of assistance in case any employee faces any difficulty in using the software. Such arrangement shall be for an initial period of two months commencing from 4 th October, 2012.
6.	The system shall be operated by placing an individual smart card before the system or their respective finger impression.

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7.	It may please be noted that manual attendance system, which has been in operation in Tea Board since its inception shall be discontinued from 8 th October, 2012.
8.	Preservation of the Card shall be done with utmost care. However, in exceptional circumstances, if any card is lost or misplaced, then duplicate card can be procured on payment of Rs.100/- per card.
9.	Co-operation of all concerned are earnestly solicited.


(Kaushik Halder)
Secretary

Distribution :

1.	All Officers and Employees in Head Office (excepting Chairman/Dy. Chairman/Secretary)
2.	PAs to Chairman/Dy. Chairman/Secretary
3.	M/s. Fortuna Impex Pte. Ltd. 12D Harrington Mansions, 8, Hoh Chi Min Sarani, Kolkata – 700071. – with the request to ensure that all formalities and testing of software/equipments are done positively so that Tea Board is able to run the system on the stipulated date i.e. 04.10.2012.
4.	System Analyst – to upload in Board's website.
5.	Programmer – for overall co-ordination between M/s. Fortuna Impex Pte. Ltd. and the Tea Board on technical issues.
6.	P.As. to Chairman/Dy. Chairman/Secretary
7.	Secretariat Branch
8.	TBOA/TBEA/TBWA
9.	Establishment Branch – with spare copies
10.	Guard File.
11.	File No.23(19)/Estt/1988
12.	File No.23(1)/Estt/2012.

Hindi version follows.