

Dated : 28.09.2012

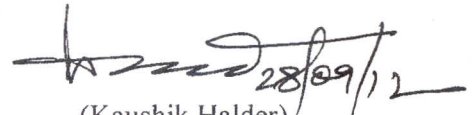
OFFICE ORDER NO.35/2012

Further to Office Order No 34 dated 28.09.2012, the undersigned is directed to say that in connection with implementation of the Biometric Attendance System in Tea Board, it has been decided by the competent authority that initially the system will be operative on trial basis for the period from 4th October, 2012 to 31st October, 2012. During this period, officials attending office after 10-45 a.m. on all working days shall be treated as LATE and officials attending office after 11-00 a.m. shall be treated as ABSENT. During this period, departure from office after 5.45 p.m. will be treated as regular departure. The report generated from the system in the month of October will be for information only, and will not form part of record. From 1st of November, 2012 to 31st of January, 2013, the reports of Biometric System will be taken into consideration for calculating late/absent/early departure etc.

However, the issues pertaining to deduction of leave on account of late attendance as mentioned in the referred Office Order shall be effective from the month of November, 2012.

These issues may be reviewed after 31st January, 2013.

All other conditions mentioned in the above Office Order shall remain unchanged.


(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.	System Analyst – to upload in Board's website.
4.	Programmer – for overall co-ordination between M/s. Fortuna Impex Pte. Ltd. and the Tea Board on technical issues.
5.	P.As. to Chairman/Dy. Chairman/Secretary
6.	Secretariat Branch
7.	TBOA/TBEA/TBWA
8.	Establishment Branch – with spare copies
9.	Guard File.
10.	File No.23(19)/Estt/1988
11.	File No.23(1)/Estt/2012.

Hindi version follows.