

Tea Board  
14, B.T.M. Sarani  
Kolkata – 700 001


Dated: 05/10/2012

OFFICE ORDER NO.36/2012

Further to Office Order No.35/2012 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 the time of recording Late Attendance after 10.45 a.m. and Absent after 11.00 a.m. as well as scheduled time of departure after 5.45 p.m. on working days as mentioned in the above referred OM shall continue till 31<sup>st</sup> January, 2013, and may be reviewed after that. The Attendance Register will continue to be in operation up to 05.11.2012.

It is also for information that competent authority has been contemplating usage of the Biometric System in any one of the two forms i.e. an employee either can use the Card System or he/she can enroll his finger and for this, fresh cards to all employees shall be issued in due course. Therefore, all employees of the Board in Kolkata are requested to return their Biometric Cards recently issued to them positively within 10 days from the date of issue of this Office Order to Shri Soumya Bhattacharyya, Programmer, Tea Board, Kolkata. Fresh Cards shall be issued positively before 1<sup>st</sup> November, 2012.

Co-operation of all Tea Board officials at Kolkata is 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.	System Analyst-to upload in Board's website
4.	Programmer – for overall co-ordination between M/s. Fortuna Impex Pte., Ltd. And The 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