



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

Ref. No: 23(1)/Estt./2012/2641

Dated: 04.02.2015

CIRCULAR

As per Office Memorandum No. 11013/9/2014-Estt (A-III) dated 21st November, 2014, issued by Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Govt. of India, it has been directed to implement Aadhaar Enabled Bio-metric Attendance System (AEBAS) in all offices of the Central Government, including attached/sub-ordinate offices in India.

Therefore, departmental heads/in-charges of Tea Board Head Office, Zonal Offices at Guwahati and Coonoor, Small Tea Growers' Development Directorate at Dibrugarh and heads of Regional offices at Siliguri, New Delhi, Palampur and Mumbai are requested to issue directive to the employees under their jurisdiction to visit <http://tbihwh.attendance.gov.in/> and register themselves in the attendance portal on clicking the 'Employee Registration' link and by following the instructions given therein.

A report regarding the status of registration process may kindly be sent through e-mail at "secytboard@gmail.com" by each head/in-charge of respective offices within 10.02.2015.

(A. Rajan)
Secretary I/c

Distribution:

1.	All HODs/In-Charges of Tea Board Head Office (except Chairman/Dy. Chairman/Secretary)	
2.	P.A.s to Chairman/ Dy.Chairman/ Secretary	For information.
3.	ED, Guawahati	
4.	ED, Coonoor	
5.	DDTD, STGDD, Dibrugarh	
6.	DDTD, Regional Office, Siliguri	
7.	SO(NWI), Regional Office, New Delhi	
8.	DDTD, Regional Office, Palampur	
9.	DO, Regional Office, Mumbai	
10.	Website of Tea Board - www.teaboard.gov.in	

चाय पियो मस्त जियो !
Chai piyo mast jiyo !