



Office Copy

Government of West Bengal
Irrigation & Waterways Department
3rd Floor, Jalasampad Bhavan, Salt Lake, Kolkata - 700091.

Memo : 2481- IE / 3M -44/2016

Kolkata, dated : 15th of September, 2017.

Order

The undersigned is directed to say that attendance at the time of entry and departure through Biometric Attendance System has been introduced in all the offices of Irrigation & Waterways Department / Directorate with effect from 1st of August, 2017.

This system is going to be extended outside the premises of Jalasampad Bhawan and all the offices of Irrigation & Waterways Directorate.

At present the system is going to be extended upto the office of the Superintending Engineers.

It may also be noted that all the subordinate level offices (Division Office, Sub-Division Office, Section Office, Revenue Office) which are housed in the same premise of the office of the Chief Engineer or Superintending Engineer will be included in this system.

All employees of the respective offices is requested to mark his or her attendance by pressing an equipment called Reader with his or her finger at the time of entry and exit.

The traditional attendance register will continue to be operative with the biometric system for one month after the system is introduced. After one month the traditional system of taking attendance through Attendance Register will be discontinued.

A Tour Register will however be introduced in place of the Attendance Register to record outside office tours of officials and staff. Engineer Officers coming to office after site inspection in the earlier part of the day or going out to working sites in the middle of the day or Group-D (including contractual Group-D) during their official tours. They should record the time of departure in the said Tour Register before such journey. However, the Tour Register will have to be attested by the Head of Office concerned through his counter signature on a daily basis.

The compiled report of the Biometric Attendance System (BAS) will be reconciled with the Tour Register to calculate the leave deduction account of a particular official / staff in the 1st week of the next month for each preceding month without fail.

Superintending Engineer, Mechanical & Electric Circle and Executive Engineer, Metropolitan Electrical Division will implement and supervise the Biometric Attendance System (BAS).

Chief Engineers and Superintending Engineers are requested to get in touch with Superintending Engineer, Mechanical & Electrical Circle and Executive Engineer, Metropolitan & Electrical Division to get them acquainted with the ground work of the system and other prerequisites to be developed for introduction of the system.

All concerned are requested to comply with the order.

Joint Secretary to the Government of West Bengal

Memo : 2481 / 1 (6) – IE

Dated : 15th of September, 2017.

Copy forwarded for information and necessary action to:-

1. P.S. to Hon'ble MIC of the Dept.
2. P.A. to Pr. Secretary of this Dept.
3. P.A. to Secretary of the Dept.
4. All Chief Engineer(s) / Superintending Engineer(s), I & W Dte.
5. All Joint Secretary(s) / Deputy Secretary(s) / Assistant Secretary(s)/ Registrar.
6. The Executive Engineer, DVC Study Cell & Nodal Officer, e-Governance, I. & W. Dept.



Joint Secretary to the Government of West Bengal