

Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhavan, Salt Lake, Kolkata-91.

Memo : 388 - IE / 3M – 44/2016

Kolkata, dated : 8th of February, 2018.

ORDER

The Biometric Attendance System (BAS) introduced w. e. f. 1st August, 2017 in pursuance of this Dept.'s order(s) issued vide memo nos. **2417-IE** dtd. **11.09.2017** & **2481-IE** dtd. **15.09.2017** is presently being used to calculate the Leave Deduction Account of Officials and Staff after reconciliation with Tour Register. Accordingly the compiled report of the BAS is being generated.

But it is observed that the follow-up action through placement of periodic monthly reports regarding attendance is not regularly placed or brought to notice of higher officials.

Accordingly, concerned official is hereby directed to send the same in the enclosed format within 7th of every month.

All concerned are requested to comply with the order.


Joint Secretary to the Government of West Bengal

Memo : 388 / 1 (6) - IE

Dated : 8th of February, 2018.

Copy forwarded for information and necessary action :-

- 1) P.S. to Hon'ble MIC of this Deptt.
- 2) P.A. to Additional Chief Secretary of this Deptt.
- 3) P.A. to the 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

Attendance Report for the month of _____ for the employees of _____
Dept. / Directorate / Circle / Division.

Sl. No.	Name of Employee with designation	Late in/ Early out during the month	Present after 10:45 as Half-day's Casual Leave	Date of Absence	Present as per Tour Register reconciliation	Remarks
1.						
2.						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						

Signed by : _____

Designation : _____

(Head of Office)