CIRCULAR

Sub.: Exemption to employees to mark biometric attendance in AADHAAR Based Biometric Attendance System (AEBAS) – reg.

Though a small number of novel Coronavirus (COVID 19) cases are reported in India, but keeping in view the nature of virus, it is essential to take all possible preventive measures to stop its spread.

2. It is learnt from various reports that the most common method of transmission of Coronavirus (COVID 19) seems to be through infected surfaces. Therefore, it is advisable to avoid touching surfaces, which might be infected.

3. Considering the above, all the officers and staff members of OFB HQrs., Kolkata are advised to mark their attendance in Attendance Register and avoid AADHAAR enabled Biometric Attendance System till 31st March, 2020. DoP&T has also issued instructions in this regard vide OM No. C-13014/1/2020-Vig. dtd. 06/03/2020. All Sections in OFB HQrs., Kolkata are directed to maintain attendance register and monitor attendance of employees.

4. This issues with the approval of the Competent Authority/OFB.

(Saraswati Dutta)
Asstt. Staff Officer/HQ/NG

Distribution:-

1. All Officers/OFB HQrs., Kolkata
2. All Sections/OFB HQrs., Kolkata
3. The Addl. DGOF/AV, AV HQrs., Avadi
4. The Addl. DGOF/OEF, OEF HQrs., Kanpur
5. The DDG/Coord., OFBNDO, New Delhi

for information and necessary action.