

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**  
**"NABANNA"**  
325, S.Chatterjee Road, Howrah – 711 102  
Email ID:finreceipt-wb@bangla.gov.in

No. : 4557-F(H)

Date: 11.11.2024.

**ORDER**

The Biometric System has since been introduced in the State Secretariat, Nabanna w.e.f. May, 2023. For uniformity, the manual registration of attendance of employees has been done away with. However, in recent past, it is being observed that a few employees are not recording their attendance through the Biometric System of attendance. Instead they are registering their attendance manually in the attendance register in their concerned Cell/Groups/Branch in Finance Department.

It is also found that the employees joining this Department by transfer on promotion or otherwise are not incorporating themselves in the biometric system by providing biometric data, thus creating problems in procuring monthly attendance compilation.

In view of the above, all the employees of this Department are being informed the following:

1. Bio-Metric Attendance will be the only valid attendance record for employees of Groups/Sections/Cells of Finance Department operating from Nabanna.
2. Physical attendance will be allowed exclusively to those employees who have joined the Department on promotion or transfer, to Gr.H, Nabanna, till their posting to Cell/Branch and the Reserve Pool of Stenographers.
3. The very day on which the newly joined employees are posted in Groups/Cells/Branches of this Department in Nabanna, they should be incorporated in Biometric Attendance Registration system providing their data in Group-H (Nabanna).
4. The outgoing employees (transferred on promotion or otherwise) should inform about their release to Group-H, Nabanna, for making deletion of their record from the Bio-metric attendance system.
5. Sri Saumitra Biswas, Sr. Software Developer is hereby entrusted to look into the matter relating to 3-4 above.

All are requested to comply accordingly.

This has the approval of Additional Chief Secretary of this Department.


Sd/- Naved Akhter  
Sr. Deputy Secretary to the  
Government of West Bengal.

No. 4557(100)-F(H)

Date: 11.11.2024.

Copy forwarded for information and taking necessary action to :-

1. P.S. Grade-II to the Additional Chief Secretary, Finance Department, Nabanna, Howrah.
2. Sr. P.A. to the Addl. Secretary, Finance Department, Nabanna, Howrah.
3. All Secretary(s)/Sr. Spl. Secretary(s)/Commissioner(s)/Joint Secretary/Deputy Secretary(s)/Assistant Secretary/Registrar(s)/OSD(s), Finance Department.
4. .... Branch(s)/Cell(s)/Groups(s), Finance Department.
5. Sri Saumitra Biswas, Sr. Software Developer, Gr.H, Nabanna, Finance Department.
6. Office Copy.

  
Sr. Deputy Secretary to the  
Government of West Bengal.