

**Government of West Bengal**  
**DEPARTMENT OF SCHOOL EDUCATION**  
**COUNCIL OF EDUCATIONAL RESEARCH & TRAINING**  
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[www.scertwb.org](http://www.scertwb.org) ## [director@scertwb.org](mailto:director@scertwb.org)

No. **407** /F. No. 639(Pt)/SCERT

Dated, Kolkata - **07.06.2024**.

**ORDER**

All the officers & Staff of SCERT,WB are hereby informed that a time attendance device has been installed at SCERT,WB for digitally recording the attendance of the employees of SCERT (WB). But it has been observed that few officers and staff of SCERT,WB are not registering his/her attendance through biometric attendance device after issuance of the office order no. 1216/ F.No. 639(Pt)/SCERT dated 19.10.2022 for the same.

Regarding attendance of all officers and staff of SCERT,WB, all are to note the following:

1. All the Officers and Staff of SCERT,WB will register their respective attendance through facial recognition system to be recorded in the biometric attendance device at the time of their arrival and departure at the office.
2. After recording his/ her biometric attendance he/ she will sign physically in the attendance register maintaining the time of arrival as same as his/her attendance time registered in the device for physical and future backup of attendance record.
3. Times of arrival and departure will strictly adhere to the extant Govt. rules.

All are being notified that without registering of biometric attendance in the time attendance device, only putting his/her signature in the attendance register will be treated as violation of the order of the competent authority.

All are to act accordingly.

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Director, SCERT(WB)

No. **407/117**/F.No. 639(Pt)/SCERT

Dated, Kolkata - **07.06.2024**.

Copy forwarded to

1. The Additional Secretary to the Govt. of West Bengal, Elementary Education Branch, Bikash Bhavan, Salt Lake, Kolkata-700091 for his kind information.
2. The Finance Officer & DDO, SCERT,WB information & necessary action.
3. All the Officers of SCERT,WB for information and necessary action.
4. Smt. Umabati Hembram, R.F Gr-II – She is instructed to prepare monthwise report of the attendance of SCERT employees on the basis of digital attendance viz-a-viz physical attendance register.
5. All staff of SCERT for information and necessary action.
6. Office copy
7. File copy

*Gay*  
*7/6/2024*

Director, SCERT(WB)