

# SOUTH BENGAL STATE TRANSPORT CORPORATION

Dr. B.C. Roy Avenue, Durgapur-713201, Paschim Burdwan,  
(A Govt. of West Bengal Undertaking)

Tele phone no. 0343-2556419  
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## CIRCULAR

No. 3024 /SBSTC/2019

Date 03/01/2019

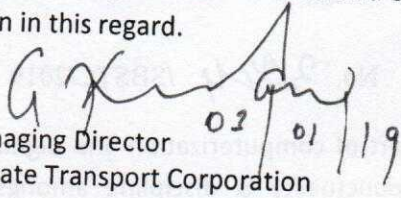
As a part of computerization and digitization of the activities of the Corporation as well as in order to bring punctuality & discipline amongst the Officials, biometric system for recording digitally the attendance of the Officers & Staff of the Corporation has been started in terms of the memo no. 2066(34)/SBSTC/18 dated 09/03/2018. Since, installation of Bio-metric Machines at Offices/Workshops/Depots of the Corporation as well as registration / recording of finger(s) impression of the Officials has already been completed or going to be completed shortly, the salary of the staff shall be prepared and released as per Bio-metric attendance **w.e.f. February, 2019 onwards.**

The monthly input statement for payment of salary shall be prepared on the basis of Bio-metric attendance. The Depot Manager/ Depot-In-Charge/ Head of the Departments shall check the Bio-metric attendance before signing the Input statement and shall deduct leave in case of unauthorized late attendance, as per rules, besides explanation will be called in case of habitual offenders. In case of exigencies the Depot Manager/ Depot-In-Charge/ Head of the Departments shall be allowed to prepare Input statement on the basis of signing in the Attendance Register of their concerned officials for a very specific period only after obtaining written approval from the concerned Divisional Manager of the Corporation. The Divisional Manager of both the Divisions shall transmit necessary instruction to the Depot Authority for smooth functioning and implementation of recording Bio-metric attendance of the Officials **w.e.f. February, 2019 onwards.** Any exclusion of Staff/ category of staff for implementation of recording Bio-metric attendance for any particular period shall be decided by the respective Divisional Managers.

It is further notified that, in addition to register the attendance digitally as above, Officials are required to sign in the attendance register in the respective departments as being done hitherto, till such time notification is issued dispensing signing in the Attendance registers on effective implementation of the biometric system for the Corporation as a whole. The following Officers shall act as Nodal Officer for effective implementation of entire Bio-metric attendance of the Officials:

Name of the Office/ Division	Nodal Officer
Head Office, Durgapur Divisional Office, Durgapur Divisional Workshop, All Depots under Durgapur Division, SBSTC.	Senior Administrative Officer, SBSTC
Belghoria Divisional Office, Belghoria Divisional Workshop, All Depots under Belghoria Division, SBSTC.	Smt. Bedati Ghosh, A.P.O.

In Charge, EDP Section of both the Divisions shall ensure registration / recording of finger(s) impression of all officials of the Corporation in Bio-metric machines **before 15<sup>th</sup> January, 2019** & monitor smooth functioning of all Bio-metric machines of the Offices, Workshops & Depots time to time and submit all reports to the respective Nodal Officers for taking further action in this regard.

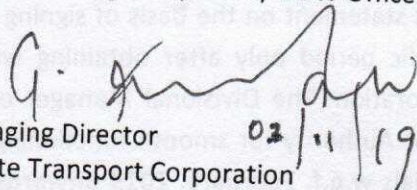
  
 Managing Director  
 South Bengal State Transport Corporation

Memo No- **3024** (33) /SBSTC/ 19

Date - 03/01/2019

Copy forwarded for information & necessary action to:

- 1]-2] The Divisional Manager, Durgapur/ Belghoria Division 3] The Chief Accounts Officer 4] The Traffic Manager 5] The Sr. Administrative Officer 6] The Dy. Traffic Manager, Belghoria 7] 8] The Works-In-Charge, DDW/ BDW 9] The Depot Manager ( Stores & Purchase) 10]-11] The In- Charge, EDP Section- Durgapur- **he is requested to up-load this Circular in the Web-site of the Corporation** 11] The In- Charge, EDP Section, Belghoria 12] The Secy. to Chairman 13] The P.A. to M.D. 14] -15] The Depot Manager, Durgapur/ Bankura Depot 16]-28] Depot-In-Charge Asansol, Burdwan, Purulia, Arambag, Kalna, Suri, Belghoria, Howrah, Digha, Medinipur, Haldia, Falta, Jhargram Depot, SBSTC 29] Smt. Bedati Ghosh, APO, Belghoria Division 30-33] NOTICE BOARD – Administration- Durgapur/ Belghoria/ DDW/ BDW Office.

  
 Managing Director  
 South Bengal State Transport Corporation

Nodal Officer	Name of the Office/ Division
Head Office, Durgapur, Divisional Office, Durgapur, Divisional Senior Administrative Officer, SBSTC	Head Office, Durgapur, Divisional Office, Durgapur, Divisional Senior Administrative Officer, SBSTC
Workshop, All Depots under Durgapur Division, SBSTC	Workshop, All Depots under Durgapur Division, SBSTC
Belghoria Divisional Office, Belghoria, Divisional Workshop, Smt. Bedati Ghosh, A.P.O.	Belghoria Divisional Office, Belghoria, Divisional Workshop, Smt. Bedati Ghosh, A.P.O.
All Depots under Belghoria Division, SBSTC	All Depots under Belghoria Division, SBSTC