

केस संख्या. 06(01)/2014 - मुख्या. /एन.जी / HQ/NG

भारत सरकार/Govt. of India
रक्षा मंत्रालय/Ministry of Defence
आयुध निर्मानी बोर्ड/ Ordnance Factory Board
10-ए, एस. के. बोस रोड/ 10-A, S. K. Bose Road
आयुध भवन/Ayudh Bhawan
कोलकाता/ Kolkata – 700 001

परिपत्र संख्या/Circular No.- 22

दिनांक/Dated, the 10th मार्च/March., 2020.

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.

एस. दुत्ता
(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.