



Government of West Bengal
Food and Supplies Department
Confidential Section
11A, Mirza Ghalib Street, Kolkata-700087

No. CON - 741 / FS
FS / O / CON / GP / 4M - 11 / 2023

Dated, Kolkata the 17th July, 2023

ORDER

Sub : Introduction of facial recognition attendance system

For convenience of all the employees of the Food & Supplies Department, **Facial Recognition Attendance Recoding System** is being implemented in place of the present **Bio-metric attendance system for recording of attendance / tour / departure of employees** working in the Department, Directorates and other offices located in the Headquarter at "Khadyasree Bhavan", 11A, Mirza Ghalib Street, Kolkata.

1. **The official working hours in the Departmental Headquarter are from 10.00 A.M to 5.30 P.M. In pursuance to Finance Department G.O. No. 10391-F dated 13.12.2000, the grace period in respect of attendance will be up to 10.15 A.M. Employees reporting after 10.15 A.M will be marked late and those reporting after 10.45 A.M. will be marked absent in the system.**
2. **One day's Casual Leave or Compensatory Casual Leave shall be deducted from Casual Leave/Compensatory Casual Leave at the credit of the employee for every 3 (three) days' late attendance in a calendar month. If an employee has no Casual Leave or Compensatory Casual Leave to her / his credit, one day's 'Earned Leave' shall be deducted from the accumulated Earned Leave at her / his credit for every 3 (three) days' late attendance.**
3. **In respect of departure, employees may record their departure in the system from 05.15 P.M. onwards. All departures before 05.15 P.M will be treated as "early departures".**
4. **Daily report regarding attendance and departure timings of the employees will be generated by the system and will be available in the login of the respective Cell-in-Charge / Head of Directorate/ Head of the Offices. Month-wise reports will also be compiled by the system and necessary review shall be conducted for leave deduction, if applicable by the respective Cell-in-Charge / Head of Directorate/ Head of the Offices.**
5. **The respective Cell-in-Charge / Head of Directorate/ Head of the Offices have been authorized in the system for condonation of late, absence, early departure out of office on account of tour or inspection (1st half / 2nd half / tour for a period in between) in case of field-visits / inspections, etc. by the employees or for such instances where delayed arrival of an employee in office is due to genuine and convincing circumstances or justified groundsover which the employee has no control.**
6. **The Competent Authority shall initiate disciplinary action against an employee for persistent late attendance or persistent early departure from office (without permission) under the West Bengal Services (Classification, Control and Appeal) Rules, 1971. A Standard Operating Procedure is enclosed for reference.**

This order will take immediate effect / come into effect immediately.

Secretary
Food & Supplies Department
Govt. of West Bengal

Standard Operating Procedure for the Head of the Cell-in Charge / Head of Directorate / Head of the Office:

1. The Cell-in Charge of the Con Cell shall be the Nodal Officer for the attendance related matters, etc.
2. The Cell-in Charge of the Con Cell shall make arrangements for entry of holidays declared by the Government of West Bengal and other holidays in the system as and when declared by competent authority.
3. The Cell-in Charge / Head of Directorate/ Head of the Office should make arrangements to add or delete a staff and official from his/her login in the event any change has taken place due to transfer / retirement / death or new joining /deputing of staff in the Cell / Directorate / Office at "Khadyasree Bhavan", Kolkata.
4. The Cell-in Charge / Head of Directorate / Head of the Office shall create a Nodal / Authorized Officer and other officers / staff with appropriate access and role to capture the details, add and delete staff, mark condonation of late, absence, early departure out of office on account of tour or inspection (1st half / 2nd half / tour for a period in between) in case of field-visits / inspections, etc.
5. The details of every staff and official shall be captured in the system using the login credentials by an officer authorised by the Cell-in Charge / Head of Directorate / Head of the Office.
6. The Cell-in Charge / Head of Directorate / Head of the Office shall make arrangements for recording pre-approved leaves of employees before the actual date of leave.
7. The Cell-in Charge / Head of Directorate / Head of the Office shall make arrangement for appointment of an officer and create his user credential for condonation of late /absence / early departure due to genuine and convincing circumstances over which the employee has no control and being out of office on account of tour or inspection (1st half / 2nd half / tour for a period in between) in case of field-visits / inspections, etc.
8. The Cell-in Charge / Head of Directorate / Head of the Office shall appoint a staff and an officer shall be appointed for generation of reports and monitoring of attendance and taking necessary action for ensuring compliance.
9. The Cell-in Charge / Head of Directorate / Head of the Office shall make arrangement for monitoring Daily / Periodic and monthly reports regarding attendance and departure timings of the employees.
10. Within 5th day of the next month, the Cell-in Charge / Head of Directorate / Head of the Office shall issue a notice to the staff who have been late more than 3 days in the preceding month or remained absent on any days (if it was not a pre-approved leave) or have left office early several times. Such staff shall submit his reply within 3 days of serving such notice. After the reply has been received in respect of the notice, appropriate action or condonation, as the case may, shall be taken by the Cell-in Charge / Head of Directorate / Head of the Office in e-office file within 15th day of the month and recorded in the system also.
11. All Cell-in Charge / Head of Directorate / Head of the Office shall submit a **Monthly Action Taken Report** for a calendar month to the Secretary of the Department regarding the attendance on or before 20th day of the following month.