

ORDER

The installation of Biometric Attendance Machine has been completed. It has been placed in the Ground Floor of the SUDA Building. It has been decided that the Biometric will come into force w.e.f. 1<sup>st</sup> June, 2017.

It is retained that the office time will be 10 A.M. to 5.30 P.M. of all the working days. All Officers and Staff are to attend office latest by 10.15 A.M. All concerns are requested to mark their attendance and departure in Biometric System from the 1<sup>st</sup> June, 2017.

This issues with the approval of the Competent Authority.

Sd/-  
(S.P. KAR)  
Director, SUDA

Memo no: SUDA 138/2017/443 dated 31.5.17  
Copy forwarded for information to:

1. Sr. P.A. to the Secretary to the Government of West Bengal, Department of Urban Development & Municipal Affairs (Municipal Affairs Branch) and Chairman, SUDA, Poura-Prasasan Bhavan, Block DD 1, Sector-1, Salt Lake City, Bidhannagar, Koltata – 700064.
2. The Joint Secretary, to the Government of West Bengal, Department of Urban Development & Municipal Affairs (Municipal Affairs Branch) and Chairman, SUDA, Poura-Prasasan Bhavan, Block DD 1, Sector-1, Salt Lake City, Bidhannagar, Koltata – 700064.
3. The Addl. Director, SUDA
4. The Addl. Director & Financial Advisor, SUDA
5. The Finance Officer & Ex-officio Deputy Director (Finance), SUDA
6. The Administrative Officer
7. All Officers/ Staff for information and compliance.

Seen: —

Director, SUDA 31.5.17

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