

10-ITPO(1)/E-1/2008
India Trade Promotion Organisation
(Administration Division)

New Delhi, the 4th September, 2008

OFFICE ORDER NO.ADMN./1116/2008

**Sub: Installation of RFID Card + Print Biometric Machine and
Biometric based computerized Time Attendance System**

RFID-Card + Print Biometric Machine and Biometric based Computerized Time Attendance System has been installed in ITPO premises w.e.f. 1st September, 2008 for purposes of regulating attendance record of employees. The data of attendance will be centrally pooled with Administration. The machines have been installed at five locations, namely, Reception-I, Reception-II (two machines), Annexe Building and Stores.

2. All officers and staff members have been issued a special Card which will store data about the finger-prints of the employee alongwith his/her name and employee number. The Machine will read the data on the Card after the card is shown to the Machine, A small 'beep' sound will confirm registration of attendance when finger print is matched with the data stored in the Card. A set of instructions to regulate the system is given in Annexure for information, guidance and compliance by all employees.

3. The Organisation will fully switch over to the Biometric based Computerized Time Attendance system w.e.f. September 15, 2008. Till then the system of recording attendance both on the Biometric based Computerized Time Attendance system and Attendance Register will continue including marking of Attendance for claim of Overtime Allowance in the Register kept in Security Division.

4. This issues with the approval of the CMD.


(V.K. Gauba)
Officer on Special Duty

To:

All officers & Staff

O/C