



Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhavan(3RD Fl.); Salt Lake; Kol-91

No. 857(9)-IE-3M-66/2015(pt.)

Date: 19.03.2020

From: Joint Secretary to the
Government of West Bengal.

To :

1. The Chief Engineer, South, Irrigation & Waterways Directorate, Jalasampad Bhavan, 1st floor, Bidhannagar, Kolkata-700091.
2. The Chief Engineer, West, Irrigation & Waterways Directorate, P.O. Sadhanpur (Near Polytechnic), Dist- Burdwan, Pin-713101.
3. Chief Engineer, South West, Irrigation & Waterways Directorate, Khusjungle, Midnapur, Dist.- PaschimMedinipur, Pin-721102.
4. The Director of Personnel & Ex- Officio Chief Engineer, Irrigation & Waterways Directorate, Jalasampad Bhavan, 4th floor, Bidhannagar, Kolkata-700091.
5. The Chief Engineer, North, Irrigation & Waterways Directorate, Green Park, P.O. Mokdumpur, Dist. - Malda, Pin-732103.
6. The Chief Engineer (Design & Research), Irrigation & Waterways Directorate, Jalasampad Bhavan, 1st floor, Bidhannagar, Kolkata-700091.
7. The Chief Engineer, North East, Irrigation & Waterways Directorate, Club Road, P.O. & Dist. Jalpaiguri, Pin-735101.
8. The Chief Engineer, Teesta Barrage Project, Irrigation & Waterways Directorate, Teesta Sech Bhavan, 2nd Mile, Sevoke Road, Siliguri, Dist.-Darjeeling, Pin-734001.
9. Project Director, SPMU, Irrigation & Waterways Directorate, Jalsampad Bhavan, 9th Floor, Salt Lake, Kolkata- 700 091.

Sub: - General guidelines for proper use of Biometric Machines and its sanitation during record of attendance to prevent the COVID-19 outbreak.

Undersigned is directed to request him to circulate the following guidelines in all subordinate offices under his/her control to prevent the COVID-19 outbreak in office premises;

1. Keep a person with hand sanitizer next to each Biometric Machine for sanitisation.
2. Instruct all employees to use sanitiser before use of Biometric machine.
3. The Machine should also be sanitised every hour.

Joint secretary to the
Government of West Bengal

No. 857(9)/1(5)-IE

Date: 19.03.2020

Copy forwarded for information and necessary action to:

1. Sr. P.A. to the Additional Chief Secretary, I&W Department.
2. P.A to the Secretary, I&W Department.
3. The Joint Secretary (R) / Joint Secretary (W) / Joint Secretary (E)/ Joint Secretary (T), I&W Department.
- ✓ 4. The Executive Engineer, DVC Study Cell, I & W Dte., Jalsampad Bhawan, 6th Floor, Kolkata-91.
----- He is requested to upload the same at this department's official website.
5. Guard File.

AR 19/03/20
**Joint secretary to the
Government of West Bengal**