

BIHAR STATE POWER TRANSMISSION CO. LTD.

(IT Department)

(Regd. office:-Vidyut Bhawan, Bailey Road, Patna-21)

A Govt. of Bihar Undertaking



Office Order No:- T-VIII/M.C.-Biometric-5013/2014 **643** Patna, Dated:-**09/09/19**

For better monitoring and easy access of Biometric attendance system, all employees will have to re-register his/her Biometric/Thumb impression with Employee ID by IT cell Team For this every employee of BSPTCL must fill the attached Biometric Registration Form and re- register his/her Thumb impression as per schedule mentioned below:

S. No.	DESIGNATION	SCHEDULE DATE
1	DIRECTORS/ GM/ DGM/ CE/ TECH. ADVISOR/ ESE/ LAO	11.09.2019
2	EEE/ AEE & JEE	12.09.2019
3	ALL STAFF OF HR (DS TO ATTENDENT)	13.09.2019 (Before Lunch)
4	ALL STAFF OF ACCOUNTS (Sr. MANAGER TO JAC)	13.09.2019 (After Lunch)
5	ALL STAFF OF IT/ LEGAL/ REMAINING STAFF & OFFICER OF BSPTCL	17.09.2019

This will be facilitated by IT Cell, BSPTCL, HQ,

Contact Person's:-

1. Sri Bhaskar Prince, IT Manager, BSPTCL, Mob No:-7763817706
2. Sri Aditya Kausal Ranjan, Asstt. IT Manager, BSPTCL, Mob No:-9771195196
3. Miss Swati Suman, Asstt. IT Manager, BSPTCL, Mob No:-7541806070

Biometric Registration form is attached herewith the new Database will be operational from 21.09.2019.

Sd/-

(R. N. LAL)

GM (HR & Adm.)

Dated _____

Memo No. **3195**

Copy forwarded All Directors/ All GMs/ All Chief Engineers/ All DGMs/All ESEs, BSPTCL,HQ, Patna for kind information.

Sd/-

(R. N. LAL)

GM (HR & Adm.)

Memo No. _____

Dated _____

Copy forwarded to OSD to MD, BSPTCL, Patna for kind information.

Sd/-

(R. N. LAL)

GM (HR & Adm.)

Memo No. 3195

Dated 09/09/19

Copy forwarded to All Employees of BSPTCL, HQ, Patna for kind information.



(R. N. LAL)

GM (HR & Adm.)

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Biometric Registration Form

Employee type: Regular/Contract

Employee-Name *	
Employee-Id *	(Attach Xerox of Employee id card)
Punch-Id *	
Company *	
Designation *	
General timing/ Shift Duty	
Department	
E-mail-id	
Mobile Number *	

Employee Signature :-

Verifier's Signature:-

Date:-