

Ph no. 2252-0335  
Fax: 2252-0555

**West Bengal State Warehousing Corporation**  
( A Government Undertaking )  
Khadya Bhavan, B-Block, (4<sup>th</sup> Floor)  
11A, Mirza Ghalib Street,  
KOLKATA-700087.

Website: www.warehousingwb.com

Email: swc@wb.gov.in

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Memo No. <sup>3392</sup>~~3992~~/Genl./O(IV)-21/SWC

Date : 16.03.2020

O R D E R

In view of the evolving situation on the spread of Novel Corona virus (COVID - 19), the advisories issued by WHO, UN, Central & State Government and as a matter of abundant precaution to check its spread in the State of West Bengal, it has been decided by the Competent authority of the Corporation, that the system of attendance through Biometric Attendance System (BAS) Device shall be suspended till 31.03.2020 in all the 55 locations and at HO, WBSWC.

The Godown In-charges are also advised to note that the system of maintaining Attendance Register should be continued and Absentee Statement (16<sup>th</sup> day of previous month to 15<sup>th</sup> day of instant) shall have to be forwarded in the conventional format within 20<sup>th</sup> instant, for drawing of salary.

Further, all are requested to take extra precautionary measures and follow the guidelines issued in public interest by Ministry of Health & Family Welfare, Govt. of India and Health & Family Welfare Department, Govt. of West Bengal from the below mentioned links:

- i) <https://www.mohfw.gov.in/>
- ii) <https://www.wbhealth.gov.in/pages/corona/guideline>

*Sd/-*  
Secretary

Memo No. 3392/1(125)/Genl./O(IV)-21/SWC

Date : 16.03.2020

Copy forwarded for information, necessary action and internal circulation to:-

1. The Zonal Officers/Superintendents/Godown In-charges of all godowns.
2. All the Officers posted at HO, WBSWC.
3. Notice Board.
- ✓ 4. SSP for uploading in website.

*Sd/-*  
16/3/20  
Secretary