



CENTRAL POLLUTION CONTROL BOARD
(Ministry of Environment, Forests & Climate Change)
Parivesh Bhawan, East Arjun Nagar
Delhi - 110 032

F. No. C-20021/01/2009-Admn. (R)/Vol. IV/

540

Date : 24.05.2016

CIRCULAR

Sub:- Submission of biometric attendance sheet for disbursement of salary – reg.

All the JRF's/SRF's/RA-I/Project Temporary Status, Casual/Outsource Employees are direct to take printout of their attendance sheet from the biometric server at the following address (URL) by using Google Chrome/Firefox browser only:-
<http://10.25.233.251//etimedesk>

User should enter his employee code as user ID and "n" for password to open the account. The user should change his/her password immediately after first login. The individual shall submit his/her duly signed attendance sheet every month to his/her reporting Officer/Incharge.

The above staff who are not registered with their finger/face impression in the Biometric System may contact Sh. Y. N. Mishra, Scientist 'B' in IT Division to register themselves and if any employees already registered with the Bio-Metric System and facing the problem to mark their attendance may also contact to Sh. Y. N. Mishra, Scientist 'B'. This practice of registering or re-registering the face/finger impression in the Bio-Metric Attendance System will be carried out on every Friday at 11:30 A.M. also.

All the Incharge are requested to send duly verified biometric Attendance sheet to Admn.(R) within first two working days positively so as to enable to disburse their salary without any delay.

This issues with the approval of the Competent Authority, CPCB.

Renu Knata
24/5/2016

(Renu Knata)

Administrative Officer

Distribution:-

1. Sh. Y. N. Mishra, Sc. 'B' : To co-ordinate and arrange for registration
2. All the Divisional Heads, Head Office : To circulate among the staff working under them.
3. Deputy Secretary (CP), MoEF&CC
4. All Notice Board
- ✓ 5. I/c IT Division : For uploading on the Intra Portal
6. Master File of AO(P)