

Dated: 20/08/2019

NOTICE

In accordance with Government orders, all regular employees of all categories (Group-A, B, C & D) of this Institute are requested to register their daily ADHAAR based Biometric Attendance, in due time, at both entering and leaving the Institute, w.e.f. 26/08/2019 morning.

They can register their attendance at the under mentioned places.-

- a) Examination Section, Administrative Building, Ground Floor, Old Diploma Campus
- b) Stipend Section, Administrative Block, Ground Floor, New Degree Campus
- c) CCL (Central Computing Lab), CSE Building, Ground Floor, New Degree Campus

The employees whose names could not be registered in the Attendance Portal, due to technical difficulties, in regard of their respective ADHAAR Cards, are requested to register their daily attendance signature, with time of arrival and departure, in due time, at both entering and leaving the Institute, in the Attendance Register, kept in the Establishment Section, Administrative Block, Ground Floor, New Degree Campus, for Non Gazetted employees and in the room of PA to Principal, Administrative Block, Second Floor, New Degree Campus, for Gazetted employee, till their ADHAAR Card is updated and they are registered to the Attendance Portal.

In case of Power Failure, Internet Problem or any other Technical Problem, the employees can sign their daily attendance signature, with time of arrival and departure, in due time, in the Attendance Register, kept in the Establishment Section, Administrative Block, Ground Floor, New Degree Campus, for Non Gazetted employees and in the room of PA to Principal, Administrative Block, Second Floor, New Degree Campus, for Gazetted employee, till the problem is mitigated.

The Nodal Officer Biometric Attendance System, along with his other Committee members, is requested to ensure all logistics arrangements and preparations, so that the ADHAAR based Biometric Attendance System can be made operational, at all the three places as mentioned above, by 23/08/2019 positively. They are further requested to obtain monthly attendance report, from the portal, on first working day of next month and submit with information of leave etc. for onward transmission to the Department.

All employees of all categories of the Institute are requested to remain present in the Institute, throughout its working hours.

(Prof. Sekhar Datta)
Principal

Copy to:-

1. Sri/Smt/Dr./Prof. HOD Dept. for circulation among all faculty and staff under their control
2. Dr. Bijoy Kumar Upadhyaya, Associate Professor & Academic Supervisor, TIT, for information and action
3. The Head of Office, TIT, for information and action
4. The DDO & Member, Biometric Attendance System Committee, TIT, for action
5. Sri Pankaj Kumar Das, Associate Professor & Prof (I/C), Administrative affairs, Old Diploma Campus, for information and action
6. Sri Bibhash Roy, Assistant Professor (CSE) & Nodal Officer Biometric Attendance System, for action
7. Sri Gaurab Bhattacharjee, Assistant Professor (CSE) & Member, Biometric Attendance System Committee, for uploading the Notice in the Institutional website and action
8. Sri Smritittor Chakma, Senior Librarian, for circulation among all faculty and staff under his control
9. Sri santanu Sarkar, LDC, Establishment Section, TIT, for onward transmission of Leave details of all employees of the Institute to Nodal Officer Biometric, on last working day of every month.
10. For wide circulation among all employees of all categories of this Institute
11. All Notice Boards of the Institute

(Prof. Sekhar Datta)
Principal

Tripura Institute of Technology