

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)
Accredited with 'A' Grade by NAAC



No. MANUU/ER.I(B)/F.110/2019-20/

4th July, 2019

OFFICE ORDER

Sub: Biometric attendance system for Non-Teaching (Regular and Contractual) employees of MANUU at Hyderabad and other campuses/Offices of MANUU

In continuation to University Notice No. MANUU/ER.I(B)/F.110/2017-18/1487, dt. 4.1.2018 & even No.1523, dated 12.1.2018 on the above subject, it is notified to all Non-Teaching employees (both regular and contractual staff) working in the Main Campus, Hyderabad that due to technical constraints, the process of registration through Aadhar based Biometric could not be materialized. The University has now installed sufficient numbers of non- Aadhar based biometric machines in the buildings at MANUU campus, Hyderabad.

2. Hyderabad Campus: All the employees (regular and contractual) posted at Main Campus, Gachibowli, Hyderabad are directed to register themselves in the new Non-Aadhar based biometric machines. The registration process shall be facilitated by the staff of the CIT as per the schedule attached to this Office Order.

3. Off-Campuses/RCs/SRCs: The process of procurement and installation of non-Aadhar based biometric machines in off-campus has already been completed. Therefore, all Principals/In-charges of institutions/ Colleges/ Polytechnics/ITIs/Model Schools/RCs/SRCs outside the Gachibowli campus, Hyderabad shall ensure a similar registration process at their respective locations.

4. Registration in the biometric machine is compulsory for every regular and contractual employee at all levels (from Group 'A' to Group 'C'/Support staff/Hostels staff etc).

5. The salary for the regular and contractual employees shall be based on the biometric attendance w.e.f **15th July, 2019**. Detailed guidelines for regulation of attendance and monitoring of biometric attendance at Hyderabad and off-campus will be issued in due course.

6. Separate orders will be issued for teaching staff shortly.


Registrar

Encls: Schedule of registrar (starting from 5th to 12th July, 2019)

Copy to:

1. All Deans of Schools / Heads of Departments / Directors of Centres / Director, DDE / Regional Directors / Principals of CTEs / Principal of Polytechnics/ITIs/Model Schools/Teacher In-charge, Lucknow and Budgam Campuses.
2. Sectional Heads/JRs/DRs/ARs/ In-charge, Health Centre/Provosts of Hostels/Security In-charge
3. Office of the Vice-Chancellor / Pro-Vice-Chancellor / Registrar/Finance Officer/ Librarian/Controller of Examinations/Proctor
4. Director (Admissions)/Director, IQAC
5. Director, CIT for uploading on website
6. PRO-Hindi Officer - for Urdu and Hindi translations.