



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

Dated: 23rd August, 2019

OFFICE ORDER

Sub: Enforcement of Biometric attendance system for Teaching Staff

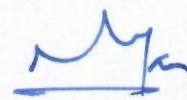
- Ref: 1. Office Order No. MANUU/ER.I(B)/F.110/2019-20 dt. 5.7.2019
2. NCTE Order No. NCTE-Reg1912/26/2019-US (Regulation)-HQ dt.10.7.2019
3. Circular No. MANUU/ER.I(B)/F.110/2019-20/738 dt. 31.7.2019
4. Office Order No. MANUU/ER.I(B)/F.110/2019-20/ dt. 8.8.2019

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The University vide Office Order 4th cited had issued detailed modalities for implementation of Biometric attendance system (BAS) for teaching staff in the main campus as well as satellite campuses. As per para 5 (ii)(a) of the said Order it was stipulated that:-

All teaching/Academic regular and contractual/Guest faculty will be required to mark their arrival and departure time in the BAS machine without any exception. Their presence in the respective departments/institutions/Colleges/Centres/Directorates will be considered only after marking attendance on BAS System unless they are exempted due to medical grounds or disability in writing by the Vice-Chancellor/Pro-Vice-Chancellor.

2. It has been brought to the notice of the competent authority of the University that a majority of the faculty members have registered on the BAS machines and marking their attendance regularly. However a section of faculty members have yet to register themselves on the BAS machines installed in the respective workplace. A few of them did not start marking biometric attendance after registration.
3. Attention is invited towards para 7 of the Office Order 4th cited and according to which the salary for the regular teachers including Guest faculty of the University shall be calculated strictly on the basis of their bio-metric attendance generated through BAS and certified by the HoD concerned effective from the date of issue of the order i.e. 9.8.2019.
4. It is hereby reiterated that as per earlier Office Order 1st cited, registration in the biometric attendance has been made compulsory for every regular and contractual teachers including Heads/Deans/Directors/Principals/Academic Staff without any exception.


23/8/19

5. All such teachers who have not yet complied with the instructions issued by the University are once again requested to register themselves in the biometric and start marking attendance at once latest by 27th August, 2019. Separate individual email communications to such teachers are being sent along with a copy to the Dean of Schools/HoDs/Director/Principal concerned.


Registrar

Copy to:

1. All Deans of Schools/ Heads of Departments/ Directors of Centres / Director, DDE/ Regional Directors/ Assistant Regional Directors/ Principals of CTEs / Polytechnics/ ITIs/ Model Schools/ In-charge of Lucknow and Budgam Campuses.
2. Finance Officer/Coordinator-Teaching, BAS
3. Deputy Registrar (ER.I)/Assistant Registrar (ER.I)
4. Dean (STC), Jt. Dean (Academic), Director, IQAC, Director (Admissions), DSW, Proctor, Controller of Examinations.
5. Sectional Heads/JRs/DRs/ARs
6. Office of the Vice Chancellor/ Pro-Vice Chancellor / Registrar/Librarian
7. Director, CIT for uploading the University website
8. PRO / Hindi Officer – for translation in Urdu/Hindi