



06.03.2020

Office Order

In pursuance of the letter no 18/46/2016/Misc./GAD/Office Order/820 dated 05.03.2020, regarding temporary suspension/exemption from biometric attendance in view of Corona Virus threat, the Bio-metric attendance is hereby suspended/exempted in the interest of all the employees till further orders.

However, all the staff/officials shall continue to mark the manual attendance with their respective department heads:-

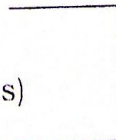
1. Librarian will maintain manual attendance register of all library employees
2. Admin Officer will maintain manual attendance register of other officials/staff permanent and contractual
3. Outsourced employees, Guest Faculty, Sports Coaches will mark their attendance with SO(Admin)

This is effective immediately

Dr. Sanjeev Kumar Tiwari
Principal (Actg)

Copy To

1. Section Officer (Admin)
2. Section Officer (Accounts)
3. Librarian
4. All Administrative Staff
5. Notice Board
6. College Website



for necessary
compliance

