



# THE UNIVERSITY OF BURDWAN

RAJBATI : BURDWAN

Registrar's Department

No. R-S/N-1/233

Date: 18/09/2018

## Notification

### **Implementation of Biometric Attendance System in the University Campus**

In continuation of this office notification No. R-S/N-1/139 dated 18/06/2018, all the employees are hereby informed that the university is going to start using the Biometric Attendance System implemented in the university campus as testing phase from **20<sup>th</sup> September, 2018**. All the employees of the university are therefore requested to put their finger impression on the biometric devices as listed below.

| Sl. No. | Departments  | Device Locations  |
|---------|--|---|
| 1.      | All Departments at Rajbati campus  | Rajbati Old Building (Ground Floor)<br>Rajbati New Building (Ground Floor)<br>Finance Dept.<br>I.C. Dept.                   |
| 2.      | Computer Science Dept.<br>Environmental Science Dept.<br>Biotechnology Dept. | Ground floor of the building  |
| 3.      | Microbiology   | Second floor of the building  |
| 4.      | All Departments of the Golapbag campus<br>Meghnad Saha Planetarium           | North Gate<br>South Gate<br>Old Humanities Building<br>Composite Humanities Building<br>Central Library<br>Statistics Dept. |
| 5.      | Guest House<br>Other Sections at Tarabag                                     | Guest House Office Room   |
| 6.      | University Health Centre   | University Health Centre  |
| 7.      | Directorate of Distance Education  | D.D.E. Building – Ground Floor  |

All the heads/officers are requested to circulate the notice among the employees of the concerned department/section. At the initial stage, the departments are requested to maintain the Attendance Register as well. In case, any employee is facing any problem while putting finger impression on the biometric device, he/she be advised to contact the System Room at Rajbati Old Building or Computer Centre at Golapbag. All employees are requested to cooperate.

By order of the Executive Council

(T. Hossain)  
REGISTRAR (officiating)

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-2-

No. R-S/N-1/233/1(100)

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Copy forwarded for information and necessary action to:

- 1) Dean, F.C. for P.G. Studies in Arts etc. B.U.
- 2) All Heads of the teaching departments, B.U.
- 3) All Officers of the University of Burdwan  
- They are requested to inform positively the above notification to all teaching and non-teaching employees attached to his/her office /department / section(s).
- 4) General Secretary, S.B.T.S.B.S. (B.U. Branch)/B.U.K.S./B.U.K.U.
- 5) Vice-Chancellor's Secretariat/ Office of the Pro Vice Chancellor/Jr, Supdt.,Registrar's Sectt., B.U.
- 6) System Manager, Computer Centre, B.U.- with the request to upload this notification in the University website.

  
REGISTRAR (Officiating)