



THE UNIVERSITY OF BURDWAN

RAJBATI : BURDWAN
Registrar's Department

No. : R-S/N-1/272

Date : 09-10-2018

Notification

Implementation of Biometric Attendance System in the University Campus

All employees are requested to cooperate to make the biometric system error free, which has been introduced as test phase w.e.f 20th September, 2018 vide notice No. R-S/N-1/233 dated 18-09-2018. In this context, all those employees who have not registered their finger impressions yet, are requested to contact the Computer Centre at Golapbag for biometric registration within 12th October 2018. Employees, who have already registered but still facing problem while putting finger impression on the biometric device, are also requested to contact the Computer Centre at Golapbag. Further all employees are requested to record their finger impression both at the time of arrival and at the time of departure at any location, nearest to their place of work as mentioned below.

| Sl. No. | Employees of the Department | Device Locations |
|---------|---|--|
| 1. | All Departments at Rajbati campus | Rajbati Old Building (Ground Floor & First Floor) Rajbati New Building (Ground Floor) Finance Dept. I.C. Dept. |
| 2. | Computer Science Dept. Environmental Science Dept. Biotechnology Dept. Microbiology Directorate of Distance Education | Ground floor of the Computer Science building Second floor of the Microbiology building Ground floor of the DDE building North Gate South Gate |
| 3. | All Departments of the Golapbag campus Meghnad Saha Planetarium | North Gate South Gate Old Humanities building Composite Humanities building Central Library Statistics Dept. Physics/Mathematics Dept. |
| 4. | Guest House Other Sections at Tarabag | Guest House Office Room |
| 5. | University Health Centre | University Health Centre |

All the Heads of Departments / Officers are requested to circulate this notice amongst the employees of the concerned department/section. As the system is running on test phase, the departments are requested to maintain the Attendance Register as well.

All employees are requested to cooperate.


REGISTRAR (officiating)



THE UNIVERSITY OF BURDWAN

RAJBATI : BURDWAN
Registrar's Department

No. R-S/N-1/272/1(100)

Date: 09-10-2018

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)