



THE UNIVERSITY OF BURDWAN

RAJBATI : BURDWAN

Registrar's Department

No. R-S/N-1/139

Date: 18-06-2018

Notification

Implementation of Biometric Attendance System in the University Campus

All are hereby informed that the university is going to implement Biometric Attendance System in the university campus and for this purpose the WEBEL Technology Ltd. has been entrusted with the job. In order to accomplish the work, WEBEL Technology Ltd. will collect the biometric information of all the employees of the university following the schedule mentioned below. In this context, all the employees are requested to cooperate by providing the required information at the time of data collection. All the heads/officers are requested to circulate the notice among the staff of the concerned department/section.

Sl. No.	Department	Date	Time	Venue
1.	Registrar Dept.	20-06-2018 & 21-06-2018	11-30 to 16-30	EPABX Room at Rajbati
2.	Finance Department	22-06-2018	11-30 to 16-30	EPABX Room at Rajbati
3.	C.E. Dept.	25-06-2018	11-30 to 16-30	EPABX Room at Rajbati
4.	I.C., Press, LLL	26-06-2018	11-30 to 16-30	EPABX Room at Rajbati
5.	Other Depts. at Rajbati	27-06-2018	11-30 to 16-30	EPABX Room at Rajbati
6.	Physics, Chemistry, Maths.	28-06-2018	11-30 to 16-30	Kadambini Hall, Golapbag
7.	Botany, Zoology, Geography	29-06-2018	11-30 to 16-30	Kadambini Hall, Golapbag
8.	Central Library, Statistics, USIC	30-06-2018	11-30 to 16-30	Kadambini Hall, Golapbag
9.	Comp. Sc., Biotechnology, Env. Sc., Microbiology	02-07-2018	11-30 to 16-30	Kadambini Hall, Golapbag
10.	All Depts. of Old Humanities Building	03-07-2018	11-30 to 16-30	Kadambini Hall, Golapbag
11.	All Depts. of Composite Building	04-07-2018	11-30 to 16-30	Kadambini Hall, Golapbag
12.	Bengali, Hindi, MBA, DDE, Law, Computer Centre	05-07-2018	11-30 to 16-30	Kadambini Hall, Golapbag
13.	Guest House, CRSMF & Health Centre, Planetarium & other depts. of Golapbag	06-07-2018	11-30 to 16-30	Kadambini Hall, Golapbag

At the initial stage, the departments are requested to maintain the Attendance Register as well. However, after successful implementation of the Biometric Attendance System, all attendances will be recorded only through this system. All employees are requested to cooperate.

By order of the Hon'ble Vice-Chancellor
Sd/-
(R. K. SAR)
REGISTRAR (Officiating)



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No. R-S/N-1/139/1(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.


REGISTRAR (Officiating)