

RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH

F. No. RGU/REG-146/ABST-STMT/21

Dated: 30.05.2024

OFFICE MEMORANDUM

In continuation to the earlier circular No. ADM-07/Misc./2000 (Vol-III), dated 09.04.2024 (copy attached), it has been observed from the summary of the daily biometric attendance that some non-teaching employees are not marking their attendance twice daily and marking beyond allotted time on the biometric devices installed at various locations across the campus. This has resulted in their attendance being marked as 'A' for ABSENT. Furthermore, some non-teaching employees are not marking their attendance in the afternoon session. Timing for marking in biometric attendance is before 10:00 am (morning session) and after 4:30 p.m. (afternoon session).

Henceforth, all non-teaching employees are required to avail half-day leave on absent in one shift / on report to duty beyond permitted duration.

The Establishment (Non-teaching) is also directed to forward the sanctioned leave orders immediately to the Computer Centre whenever an employee goes on leave, for accurate entry in the biometric attendance system.

Monthly attendance will be calculated, and salary/wages for absent periods will be deducted/withheld until the absence (days/periods) is regularized through appropriate leave. The Deputy Registrar (Establishment/DDO) and the Establishment Branch (Non-teaching) along with in-charge of Computer Centre must collaborate closely to ensure the smooth implementation of this directive.

This directive shall come into force with immediate effect.


Sd/-
Registrar

Memo F. No. RGU/REG-146/ABST-STMT/21

Dated: 30.05.2024

Copy to:

1. PS to Vice-Chancellor for information.
2. All Deans of Faculties for information.
3. PS to Registrar / Finance Officer / Controller of Examinations for information.
4. All Heads/Directors of various Departments/Institutes for information and wide circulation.
5. Professor-in-charge, University Library/Placement Cell for information and wide circulation.
6. All Joint Registrars for information and wide circulation.
7. Executive Engineer (C) for information and wide circulation.
8. Joint Director (CC) for information with a request to upload the same on the university website.
9. Chief Medical Officers, Health Centre for information and wide circulation.
10. Deputy Registrar (Establishment/DDO) for information and wide circulation.
11. Deputy Registrar (Adm/Vehicle) for information and wide circulation.
12. All Assistant Registrars for information and wide circulation.
13. Assistant Librarian / Hindi Officer for information and wide circulation.
14. Senior Security Officer for information and wide circulation.
15. All Section Officers / Estate Officer / DA (Vehicle) / Manager (GH) / Sanitary Inspector for information and wide circulation.
16. Office copy.


(Dr. N.T. Rikam)
Registrar

RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH

No. ADM-07/Misc/2000 (Vol-III)

Dated: 09.04.2024

CIRCULAR

This is to notify that the university has re-introduced the biometric attendance system for all non-teaching employees irrespective of their positions/posts to streamline the attendance tracking and ensure transparency. The Biometric Devices have been installed at various locations across the campus as under:

1.	VC Secretariat	10.	Registrar's Office	18.	Finance Branch
2.	Examinations Branch	11.	Administration Branch	19.	Academic Branch
3.	Development Branch	12.	Establishment Branch (T/NT)	20.	Registration Branch
4.	Computer Centre	13.	Power House	21.	Health Centre
5.	Mass Communication	14.	Engineering Wing	22.	Library
6.	Mathematics	15.	Botany	23.	Sociology
7.	Geography	16.	Security Cell	24.	Political Science
8.	History	17.	Chemistry	25.	Server Room (Computer Centre)
9.	Physics				

The non-teaching employees who have already enrolled are required to use the nearest available biometric device for their attendance twice a day, once before 10:00 a.m. and again after 4:30 p.m. The Computer Centre will monitor daily attendance and submit reports to the undersigned at 6:00 p.m. for perusal.

Those who have not yet registered or enrolled in the system are asked to enroll on or before 12th April 2024, positively with the help of the Computer Centre. The university is in the process of installing biometric attendance system in all offices/departments/institutes.

The biometric attendance system will be effective from 15th April 2024.

This is issued with the approval of the Vice-Chancellor.

Sd/-
Registrar

No. ADM-07/Misc/2000 (Vol-III)

Dated..... April 2024

Copy to:

1. PS to Vice-Chancellor for information.
2. All Deans of Faculties for information.
3. PS to Registrar/Finance Officer/CoE for information.
4. Professor-in-charge, University Library/Placement Cell for information.
5. All Joint Registrars for information.
6. Joint Director (CC) for information with a request to upload the same on the university website.
7. Chief Medical Officers for information.
8. Executive Engineer for information.
9. All Deputy Registrars for information.
10. All Assistant Registrars for information.
11. Assistant Librarian/Hindi Officer for information.
12. Senior Security Officer for information.
13. All Section Officers/Estate Officer for information.
14. All Junior Engineers for information.
15. DA (Vehicle)/Sanitary Inspector/Manager Guest House for information.
16. In-charge, Engineering Wing/Power House for information.
17. All Notice Boards.
18. Office copy.



(Dr. N.T. Rikam)
Registrar