

**RAJIV GANDHI UNIVERSITY
RONO HILLS. DOIMUKH**

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

Dated: 09.10.2024

CIRCULAR

In continuation to earlier OM of even number dated 30.05.2024, it has been observed that the biometrics attendance of the employees could not be assessed / evaluated on daily basis due to certain technical hiccup. In view of this, the attendance of the employees will be done both manually (Attendance Register) as well as biometrics twice in a day till the system is put in place.

Therefore, all the Heads/Controlling Officers are requested to maintain manual attendance as well in addition to the biometrics attendance.

This shall be implemented w.e.f. next Monday i.e. 14th October, 2024.

Sd/-
Registrar

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

Dated: 09.10.2024

Copy to:

1. PS to Vice Chancellor for information.
2. All Deans of Faculties / DSW for information.
3. PS to Registrar / Finance Officer / Controller of Examination for information.
4. All Heads / Directors of the Departments / Institutes for information and wide circulation.
5. Librarian for information and wide circulation.
6. All Joint Registrars for information.
7. Joint Director (CC) for information with a request to resolve the technical hiccup as early as possible and made the system functional smoothly.
8. Executive Engineer (Civil) for information and wide circulation amongst the non-teaching employees.
9. Deputy Registrar (Estt.) for information and wide circulation.
10. Chief Medical Officer for information and wide circulation.
11. All Assistant Registrars for information and wide circulation.
12. All Branch Heads for information and wide circulation.
13. Senior Security Officer for information and wide circulation.
14. Manager (Guest House) / Sanitary Inspector for information and wide circulation.
15. Office copy.



(Dr. N.T. Rikam)
Registrar