

ORDER

Pursuant to :

- Order No.650-JK (GAD) of 2022 dated 02.06.2022 issued by General Administration Department Government of J&K, Civil Secretariat.
- Directions passed on July 28, 2022 by Principal Secretary, Higher Education Department (HED) during the meeting with Registrars and Deans of all the Universities of J&K, for implementation of Bio Metric Attendance in the Universities.
- Communication made by Director Finance, Higher Education Department w.r.t action taken report regarding Biometric Attendance in Universities vide No. HED/ACCT/Biometric Attendance/Info/GIA/K-394A dated 26.09.2022.

It is hereby ordered that :-

1. In the First Phase, Vice-Chancellor, Vice-Chancellor's Secretariat, Registrar, Registrar's Office, Adm/TW and Estab.(NTW) housed in Administration Block-I, shall switch over to Biometric System for marking attendance **w.e.f 20.10.2022**. They shall mark their attendance both at arrival and departure as per the notified Office hours.
2. All Controlling Officers shall procure the Biometric Attendance System/equipment from GeM in accordance with GFR-2017 as per their requirements. In case any guidance/ Information is required **Director, Centre for IT Enabled Services** may be consulted.
3. All Controlling Officers shall be the Nodal Officers and maintain record of the Biometric Attendance of their respective Departments for the perusal of the Competent Authority.

No. ESTAB/22/16495 - 594

DATED 03/10/2022


REGISTRAR

Copy to:-

1. Spl. Secretary to the Vice-Chancellor, University of Jammu for the kind information of the Vice-Chancellor, please.
2. Dean Academic Affairs/Dean Research Studies.
3. Sr. P.A to the Registrar/Director, CDC, Director, DDE, Controller of Examination/ Students Welfare/ Provost Boys/ Girls (Hostels), Joint Registrar (Fin).
4. All Rectors/Directors/Project Directors of the University.
6. All Heads of the Teaching Departments of the University.
7. Director, Centre for IT Enabled Services.
8. Programme Coordinator, NSS.
9. I/c Dhanvantri Library.
10. All Wardens of the University Hostels.
11. All Deputy Registrars/Assistant Registrars.
12. I/c Service Section.
13. Chief Medical Officer/ Executive Engineer/Manager Guest House/Arboriculturist.
14. Security Officer.
15. Guard File.