

GOVERNMENT OF ASSAM
OFFICE OF THE **DIRECTOR OF HIGHER EDUCATION, ASSAM**
KAHILIPARA, GUWAHATI-19

No.G(B)Misc.66/2012/97

Dated Kahilipara the, 24th Dec/2012

From : Sri P. Jidung, M.A.,M.Phil,LLB, A.E.S.
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To, ✓ The Principal,
..... College,
P.O.:.....,
Dist.:.....


Sub : Govt. Notification on the Punching machine.

Ref : Govt. Notification No.AHE/396/2012/46, dated 21-12-2012.

Sir,

In inviting a reference to the Govt. letter on the subject cited above, I like to forward herewith Govt. Notification mentioned under reference in connection with use of Bio-Metric (Punching machine) device in the Colleges for favour of information and necessary action.

Yours faithfully,


Director of Higher Education, Assam
Kahilipara, Guwahati-19.
Dated Kahilipara the, 24th Dec/2012

Memo No.G(B)Misc.66/2012/97-A
Copy to:

- 1) The commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6.
- 2) The OSD to the Hon'ble Minister, Education, Assam, Dispur, Guwahati-6.

✓
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

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21/12/12

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GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR:::GUWAHATI-6
ORDER BY THE GOVERNOR OF ASSAM

NOTIFICATION

Dated Dispur the 21st December, 2012.

NO.AHE.396/2012/46 : In pursuance of the decision resolved in the meeting held on 20/12/2012 in between the Education Minister and Representatives of ACTA, the Governor of Assam is pleased to issue the following instruction /guidelines regarding usage of bio-metric devices with effect from 1/1/2013 in all the Educational Institutions under the Education (Higher & Technical) Department.

- (1) The punching machine should be implemented in all Educational Institutions including Govt. & Provincialised College, Engineering Colleges, Polytechnics and Junior Technical Schools etc. with effect from 1-1-2013 without fail.
- (2) To carryout the above instruction in letter and spirit to be effective from 1-1-2013 as indicated above, all the Principals shall take steps to install bio-metric equipment (punching machine) as per models recommended by the AMTRON and approved by the Govt. of Assam as communicated vide the Director of Higher Education's letter No.G(B)Misc.66/2012/94 dated 15/12/2012. The Principals, the Vice-Principal (where available) and the teacher representative of the Teachers' Association of the concerned college shall jointly select any of the approved model for the colleges.
- (3) Using of Punching machine shall be mandatory for all the teaching and non-teaching staff including the Principal of the said College/Institutions, and the same will be treated as attendance sheet for counting of attendance for the incumbents for every calendar of month.
- (4) The punching machine shall remain operative from 8 A.M to 5 P.M . The teacher shall arrive and record their attendance in the punching machine as per their schedule of work of the respective person.
- (5) A manual attendance register shall be maintained as a backup of punching machine system in the colleges. At the end of the month all the employees of a College /Institution shall be provided a printout of the attendance sheet recorded by the machine.
- (6) The records of the time of arrival and departure both in punching machine as well as in manual Register be recorded with effect from 1-1-2013.

The State Govt. have decided that introduction of the punching machine in all the institutions under the Administrative Control of Higher & Technical Education are made mandatory for recording and any violation of the aforesaid instruction will be viewed seriously as and when it come to the notice of Govt. inviting disciplinary action as per provision of the existing Rules and procedure of the Govt.

Sd/- H.K.Sharma,

Commissioner & Secretary to the Govt. of Assam
Higher Education Department

(Contd.2)

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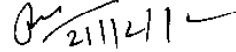
Memo No. AHE.396/2012/ 46-A

Dated Dispur, the 21st December ,2012.

Copy to:

1. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
2. The Director of Technical Education, Assam, Kahilipara, Guwahati-19.
3. The Principals of all Govt./Provincialised Colleges/Engineering Colleges /Polytechnics/Junior Technical Schools.
4. The Director of Education, BTC, Kokrajhar, BTAD, Assam.
5. The OSD to Hon'ble Minister Education, Assam for information of the Hon'ble Minister Education, Assam, Dispur.
6. The Parliamentary Secretary, Education Department, Govt. of Assam, Dispur,Guwahati-6.
7. Guard file.

By Order etc,



Officer-on-Special Duty,
Higher Education Department.