



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला  
National Institute of Technology, Rourkela  
स्थापना कार्यालय  
Establishment Office

सं. No. – NITR/ES/2016/M/ 3400

दिनांक Date – 28/11/2016

**TEMPORARY SUSPENSION OF BIO-METRIC ATTENDANCE**

In view of non-availability of sufficient Bio-Metric Attendance Recording Machines in working condition, the following has been decided:-

1. To temporarily suspend recording of attendance through bio-metric as circulated vide No. - NITR/ES/2016/M/1574, dated 21/08/2015.
2. To record attendance in respective Department/Center/Office in the printed Attendance Register wherever available. In case of non-availability of printed Attendance Register, alternative Register may be opened for this purpose.
3. Application for leave will continue in the online HR & Pay Roll Portal as per current practice.
4. HODs/HOCs/HOUs to report about unauthorized absence and/or irregularity in attendance of any employee to Establishment Office for record and necessary action.

Above arrangement shall be effective from 28/11/2016 (Monday) till further notification.

This issues with the approval of the competent authority.

*Ballma*  
28/11/16  
सहायक कुलसचिव (स्थापना)  
Assistant Registrar (ES)

Copy to –

1. All Employees by Group-mail
2. Institute Website
3. DR (AC/FA) / AR (AC/CN/ES/FA/IA/PW/SR)
4. All HODs/HOCs/HOUs as per Standard Mailing List
5. Office of Registrar/Chief Warden/Deans'/Director
6. Bio-Metric Attendance File