



National Institute of Technology Rourkela

Prof. Sunil Kr Sarangi
Director

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Date: February 11, 2014.

To
All Non-teaching staff of the Institute.

Sub: On-line leave application and Biometric attendance

Dear Colleagues,

As a technological institute of national importance, we are committed to use of technology in our day to day lives. Signing a register every day and filling up a long application form every time we seek a day's leave do not get well with our status as a technology institute of national importance. We must adopt technology to do these routine chores and set an example for others. Our M. Tech. and Ph.D. students are already doing this; rest of us must catch up.

Thanks to the efforts of our friends in the Automation Cell, three activities have been computerized from January 1.

- (1) Tracking of files circulating among the various departments, section and desks within the institute,
- (2) Leave application of all employees, and
- (3) Biometric attendance of those who are signing on a register today (not fully implemented.)

Every time we have used some technology, there has been an apprehension in the mind of the common man that it is an invasive ploy by the management (read : "director") and must not be trusted. But every time we have accepted it, we have gained. Think of the days when we installed float valves in our overhead tanks and even senior professors were waking up at 3 a.m. to ensure that they are not being deprived of water. All of us cooperated and benefitted.

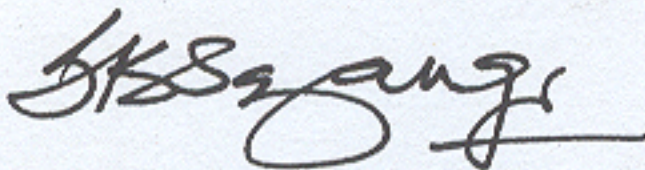
On behalf of the institute, I assure all my colleagues that NO one among us will be inconvenienced by introduction of these measures. Do not panic; come to and go from your department as you were doing before. Yesterday your HOD or AR had the power of condoning an occasional delay; he has the same power today. In fact, just in case your supervisor becomes over-strict, you are better equipped today to convince a still higher authority that you deserve a better deal because the whole month's attendance record will be available.

Let us all welcome the new arrangement. For this month, two systems (manual and computerized) will run concurrently, the manual system getting the preference. From 1st March we will be totally computerized. Prof. Majhi is working on the introduction of biometric attendance for all staff, outsourced personnel, even mess workers. He will take a little time to get the technology right. Let us all help him.

P.T.O.

If anyone faces a temporary difficulty, please do not hesitate to contact me personally.

Wishing one and all a VERY HAPPY AND PRODUCTIVE 2014.



Sunil Kr. Sarangi

To

- All HODs, HOOs with a request to bring it to the attention of all staff of their departments.
- All faculty and officers by email
- Registrar
- AR (Es-I)
- Prof. B. Majhi