



## CIRCULAR

It has been noticed that the some of the faculty / Staff members are punching their attendance on different Biometrics punching machine located in different places in the morning and evening as per their convenience which causes technical problem on counting the attendance. This practice is also causing overload of data in the device and the device sometimes not recognize the thumb/finger of employees.

As per the directions of the Competent Authority, henceforth all the faculty members and staff are directed to punch their attendance on biometric ERP machine installed on various location as per details given below:-

- (a) Aryabhatta Block - FTCA, FCBM, CEC & Placement Cell.
- (b) Ashoka Block - FHM & Accounts.
- (c) Tagore Block - Department of Education, Registrar Office, Admission Cell, IT Cell, FPS, FAS, Boy Hostel & Girls Hostel.
- (d) Main Gate - Supporting Staff.

All Deans/ Principals/ Heads and concerned responsible persons are requested to disseminate this information among all faculty members for strict compliance.

  
Registrar

All Deans/ Principals/ Heads  
COE, Director PIIC & IISD,  
Director Marketing & Admission  
Finance Officer/Account Office,  
Administrative Officer  
Head IT  
Head Academic Counselor  
Hostel Warden Boys/ Girls

### CC

Hon'ble Members of BOM - for information please.  
PVC - for information please.  
PS to Hon'ble VC - for information of Hon'ble VC please.

  
Registrar



05946-238201,02  
+91 9568222007  
+91 9837302005



[www.amrapali.ac.in](http://www.amrapali.ac.in)



[office@amrapali.ac.in](mailto:office@amrapali.ac.in)



Shiksha Nagar, Lamachaur,  
Haldwani - 263139 (Nainital)  
Uttarakhand