



सूचना/ Order

दिनांकित/ Dated: 04.09.2025

The Institute records employee attendance through the Biometric Attendance System. The Competent Authority has taken note that the HODs/HoCs/Sectional Heads have hitherto been forwarding the Active-Duty Certificate (ADC) without linking it to the biometric attendance report to the Accounts Section for the release of salary.

The Competent Authority has directed that, henceforth, the salary shall be released only after the authenticated Biometric Attendance Report is submitted along with the ADC. While authenticating the Biometric Attendance Report, the concerned HODs/HoCs/Sectional Heads shall ensure proper marking of leave in cases of non-marking of biometric attendance, late arrival, early departure, or any other deviation in the biometric attendance. Only after such authentication and due recommendation shall the biometric attendance report and ADC be forwarded to the Accounts Section for the release of salary.

*This is issued for strict compliance with the approval of the Competent Authority.*

*Handwritten signature and date: 04/09/25*  
कुलसचिव (प्रभारी)  
Registrar (I/C)  
*Handwritten signature and date: 04.09.2025*

सं./No.: एनआईटीएस/NITS/एडीएम/ADM/2025/ 386

दिनांक/Date: 04/09/2025

प्रतिलिपि/Copy to:

1. All Deans/HoDs/HoCs for information and compliance.
2. DRs/ARs/other Controlling Officers for information and compliance.
3. Assistant Registrar, Director's Office, for the kind information of the Director.
4. O/o Registrar for the information of the Registrar.
5. Concerned File.