



# VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur, West Bengal, INDIA.

Dated : 28.02.2017

## NOTIFICATION

It has been directed to notify for general information of all concerned that the Attendance with Smart Card for all employees (Officers and Non-teaching staff) has been started with effect from 23.02.2017. For the initial three weeks attendance is being recorded in both manual and electronic mode. ***Attendance through electronic mode alone will commence with effect from 15<sup>th</sup> March, 2017.*** Manual attendance will not be considered after 15<sup>th</sup> March, 2017. It has also been notified that the employees who have not yet collected their Smart Card are requested to collect the same immediately from the Computer Centre of Vidyasagar University.

It is to be noted that as per existing practice, smart card based attendance is also **to be recorded twice in a day** (arrival and departure time).

All section in-charges and head of sections are directed to advise their staff to strictly adhere to this order.

**Employees facing any difficulty during smart card based attendance should contact computer centre and resolve problems/issues (if any) within 10<sup>th</sup> March, 2017.**

All employees (Officers and Non-teaching employees) of this University are being informed accordingly.

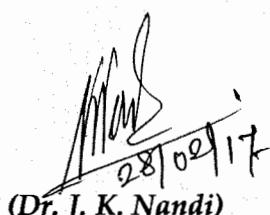
Sd/-  
Registrar

**Memo No. VU/R/Noti./214/2017 Dated: 28.02.2017**

**Copy forwarded for information and necessary action to:**

1. The Dean(Actg.), Faculty of Science,
2. The Dean(Actg.), Faculty of Arts and Commerce,
3. All HOD's of all Academic and Administrative departments for circulation among the employees,
4. The Director (Actg.), DDE for circulation among the employees,
5. The Director, Computer Centre,
6. The Deputy Registrar,
7. The Deputy Librarian,
8. The Assistant Registrar,
9. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
10. The Office Supdt., Registrar's office,
11. The Information Scientist for wide circulation on the University website,
12. Guard File



  
28/02/17  
(Dr. J. K. Nandi)

Registrar  
Registrar  
VIDYASAGAR UNIVERSITY  
Midnapore - 721102, W.B.

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