



VIDYASAGAR UNIVERSITY

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

Dated : 28.04.2022

NOTIFICATION

This is to notify for general information of all concerned that the Attendance with Smart Card for all employees (Officers and Non-teaching staff) will start with effect from **05.05.2022**. Employees are requested to use only Smart Card, finger print is not necessary to record attendance at this moment. Manual attendance will not be considered after 30.04.2022. It may kindly be noted that as per existing practice, smart card based attendance is **to be recorded twice in a day** (arrival and departure time).

HoDs of all Academic and Administrative departments are requested to advise their staffs to strictly adhere to this notification.

Employees facing any difficulty during smart card based attendance should contact the Computer Centre and resolve problem/issue (if any).

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

This is issued with approval of the competent authority.

*Sd/-
Registrar*

Memo No. VU/R/Noti./596/2022 Dated: 28.04.2022

Copy forwarded for information and necessary action to:

1. *The Dean(Actg.), Faculty of Arts and Commerce,*
2. *The Dean(Actg.), Faculty of Science,*
3. *All HOD's / TICs of all Academic and Administrative departments to circulate among all employees of his/her department*
4. *The Executive Director, Computer Centre,*
5. *The Director(Officiating), CDOE with a request to circulate among all employees of DDE,*
6. *The Senior Information Scientist for wide circulation on the University website,*
7. *The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,*
8. *The Office Supdt., Registrar's Office,*
9. *The Establishment Section,*
10. *Guard File*



28/04/22
(Dr. J. K. Nandi)

Registrar
Registrar
Vidyasagar University
Midnapore - 721102
West Bengal, India

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