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**Ghani Khan Choudhury Institute of Engineering & Technology**  
(Centrally funded Institute and Established by Ministry of H.R.D., Govt. of India.)  
Narayanpur, Dist: Malda, Pin- 732141, West Bengal

Memo No: GKCIET/ 688

Date: 28.02.2018

**CIRCULAR**

The Biometric Attendance Machines have already been installed at block 'A' and 'B' in the GKCIET, Narayanpur Campus for Bio Metric Attendance System of all employees.


Accordingly w.e.f. 01.03.2018 (Thursday), single office timings shall be implemented in respect of faculty as well as staff, both regular and contractual. The office timing shall be 9:45 AM to 6:15 PM with a 30 minutes lunch break in between from 1:30 PM to 2:00 PM. The members of faculty having classes during 1:30 PM to 2:00 PM may avail lunch break during the free period.

All members of faculty as well as staff are required to mark their attendance any one of 2 (two) Bio Metric Machine installed at block 'A' and 'B' on or before 9:45 AM on arrival and on or after 6:15 PM while leaving the office.

The Manual System of marking the attendance in the registers shall also be continued to be followed along with BAS till 31<sup>st</sup> March, 2018, where after Manual Attendance System (MAS) will cease.

It may be appreciated that the success of BAS will depend on whole hearted support from all quarters for which kind co-operation of all employees is solicited please.

This issues with the approval of the competent authority.

  
(Md. Abdur Rajjaque)  
Assistant Registrar (A&E)

Copy to:

1. All Notice Boards
2. All HoDs/HoS' - with a request to circulate among the employees under their control.
3. System Manager- for uploading the circular at Institute Website.
4. All Deans
5. Asst. Registrar (Fin/Acad.)
6. Director
7. Office File