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## CIRCULAR

**Sub: Exemption to employees to mark biometric attendance- Reg**

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In accordance to the GOI notification on preventive measure to be taken to avoid spread of viruses on account of corono-virus (COVID-19) cases are reported in our country, all the employees are exempted to make their bio-metric attendance through finger print/touching the machine surface etc., untill further order.

However, manual attendance and facial capture in bio- metric machine shall be punched during these period.

This has the approval of Competent Authority.

  
Dy. Registrar

To  
HODs  
Faculty Members  
Staff / Office.



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