



இந்திய தகவல் தொழில்நுட்பக் கழகம் திருச்சிராப்பள்ளி  
भारतीय सूचना प्रौद्योगिकी संस्थान, तिरुचिरापल्ली  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI  
(An Institute of National Importance under MHRD, Govt. of India)  
NIT CAMPUS, TIRUCHIRAPPALLI -620015  
Mail id: [iiitt.office@gmail.com](mailto:iiitt.office@gmail.com) Contact No.: 0431-2500439, 2500539

Ref: IIITT/A-BM/Jan-2020

Dt: 08.01.2020.

**CIRCULAR.**

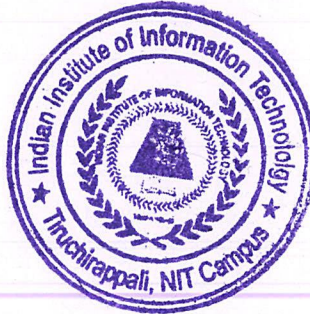
In accordance to Government of India Notification, the Bio-metric attendance system has been introduced in IIITT and will be in operation with effect from 10.01.2020. The Bio-metric machine has been installed in IIITT office corridor for marking the attendance.

1. Now, all the employees are hereby requested to mark their attendance only in the provided Bio-metric machine while coming into the office premises and similarly while leaving the premises for in-time and out-time status data.
2. The validity of employee's presence and absence shall be treated as final based on the Bio-metric machine attendance status. However, manual attendance of the all the employee will be marked by the Administration staff.
3. In case of external work or permission in reaching the office premises, prior information may be given to the concerned authority with regard to attendance.
4. All the employees are requested to strictly adhere the office hours.

**Office Hours**

Morning : 9.00 AM – 1.00 PM  
Lunch 1.00 AM – 1.30 PM  
Afternoon 1.30 PM – 5.30 PM

This is issued with the approval of Competent Authority.



**DY REGISTRAR.**

**N. VITTOBA**  
DEPUTY REGISTRAR  
Indian Institute Of Information Technology  
Tiruchirappalli NIT Campus  
Tiruchirappalli - 620 015: Tamil Nadu. India.