

Circular No: BFIT/Admin /Notice/0001

Dated: 23/12/2023

**Implementation of New Biometric Attendance System at**  
**Admission Cell**

We hope this notice finds you well. We are pleased to inform you that, starting from today, December 23, 2023, a new biometric attendance system has been implemented at the Admission Cell. All staff members are required to mark their attendance through the new biometric machine henceforth.

**Key Points:**

1. Commencement Date: The new biometric attendance system is effective from December 23, 2023.
2. Procedure: Kindly ensure that you mark your attendance through the new biometric machine installed at the Admission Cell upon entering the premises.
3. Assistance: In the event that you encounter any issues with the new biometric machine, please visit the Admission Cell immediately to have your biometric data recorded.
4. Transition Period: For those who have not yet registered their biometric information through the new machine, we request you to visit the Admission Cell at your earliest convenience to complete the registration process.
5. Attendance Calculation: Beginning from the mentioned date, attendance records will be calculated through the ERP portal based on the data collected from the new biometric system.

This new system has been introduced to streamline attendance tracking and enhance accuracy. Your cooperation in adhering to this new process is essential for the effective functioning of our attendance management system.