



# Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

## Memorandum

Ref: (i) University Memorandum No. AUJ/Est/G-600/17-18/3761-3806 dated 21.11.2017

In the interest of administration and in order to improve overall working environment and efficiency in monitoring the attendance, leave records etc., University switched over from manual system of marking attendance to "Biometric Attendance Control System (BASC)" for the purpose of recording and monitoring of attendance of officers/officials working in different constituent units of the University. Accordingly, adequate number of machines were installed at different campuses/KVKs/Research Stations of the university to avoid long queues connected with one online server for faculties under Data Centre Chatha and offline mode for Research stations/KVKs under the control of concerned Directorates. Further, for Research stations/KVKs, the concerned Directorates will identify the technical officials available with them for maintenance and upkeep of the machines installed by the University at their respective places.

The following rules/guidelines (modalities) are required to be followed by all the officers/officials for the smooth operation of "Biometric Attendance Control System" in SKUAST-J with immediate effect:

1. The "Biometric Attendance Control System (BACS)" will be maintained by Nodal Officer Biometrics (I/c Data Centre) and other concerned IT officials nominated vide No. AUJ/Est/G-600/17-18/3761-3806 dated 21.11.2017 and officials identified/to be identified by the concerned Directorates in respect of Research Stations/ KVKs, where BACS have been recently installed.
2. All the Officers/officials must ensure that they are registered with the BACS. For deletion or addition of employee record the concerned Controlling officer of that Division/Department shall send communication along with copies of appointment/transfer order or retirement to the designated Nodal Officer or concerned IT officials without any delay for updation on the system.
3. All the employees of SKUAST-J (without any exception) will register their arrival and departure for the day on Biometric Attendance Control System (BACS) of SKUAST-J installed in different buildings of their respective campuses/units. In case any officer/official does not get his/her attendance registered on any of the Biometric Attendance Control System installed, he/she may inform in this regard to the concerned Nodal Officer/IT officials

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for immediate registration through their Controlling officer failing which the official will be deemed to have not attended the office on the day and shall not be treated as present.

4. The office timing at present is from 9:30 am to 5:00 pm (five days week). All the technical staff/ official responsible for maintaining BACS shall ensure that the devices are operational round the clock.
5. In case any machine is not functioning in the campus/unit, the officials may mark their attendance in any other machine installed within the network of their respective campuses/units. However, if the Biometric based Attendance Control System is out of order on a particular day, the employees will mark their attendance in the Attendance Register in their respective office which will be duly attested by their Controlling officers. The Controlling Officer shall ensure that attendance of particular day is uploaded on the portal as soon as it becomes functional. It will be the responsibility of nominated IT technical staff/ official to take up the matter with Data centre for early redressal.
6. Late coming upto 30 minutes may be relaxed keeping in view the transport problem or any other unforeseen eventuality subject to the condition that the duration of late coming is compensated by sitting late in the evening preferably on the same day or any other day of the week.
7. Half day casual leave shall be deducted for every uncompensated late coming or early departure by 4 (four) hours at the end of month. This will be applicable till casual leaves are available in the accounts of the official. If Casual leaves of official are exhausted, the same shall be debited from the Earned Leave of the official after being sanctioned by the concerned Controlling Officer.
8. Record of weekly/monthly hours worked by each officer/official will be maintained through BACS. The report in this regard generated through BACS shall be consolidated by the concerned Controlling officer with assistance of technical staff/official of the establishment for preparation of monthly attendance report regarding punctuality in various Divisions/Sections. It would be the responsibility of the concerned Controlling Officer/Divisional Head to take necessary measures regarding punctuality in their Division/unit.
9. Any official availing half day casual leave in the forenoon will make the arrival entry in the BACS up to 1:30 PM and the official availing half day casual leave in the afternoon will make a departure entry in the BACS at 1:30 PM or thereafter.