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 (l/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.
10. In case any officer/official is required to attend meeting/conference/seminar/workshop within SKUAST-J or any other official work on a particular day at other offices/campuses of the university, he/she will register his/her arrival/departure time (as the case may be) at BACS installed at the other campus/offices where meeting/conference is to take place and/or shall make an entry in the movement register of the concerned unit with proper approval of the Controlling officer.

11. Where an officer is required to go for an official meeting/conference/seminar/workshop outside SKUAST-J directly from home or proceed in the late afternoon from where he is not likely to return to office, written intimation to the effect shall be furnished in advance to the concerned Controlling Officer and permission obtained. Further, a consolidated monthly statement of the officers/officials on deputation/duty for attending workshops/seminars/meeting within or outside the State would be prepared by concerned Controlling Officer in the Movement Registrar for record/reference as under:

(Name of the Office/unit: ______________________)

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the officer</th>
<th>Date/time</th>
<th>Venue/place</th>
<th>Purpose of meeting</th>
<th>Signature of the officer/official</th>
<th>Signature of approving authority</th>
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12. The concerned Controlling officers with the assistance of IT officials/establishment, will be responsible for providing the printout of the attendance (showing CL/RH/EL etc.) of the officials after consolidating the statement also incorporating details at S.No. 11 above for the period 26th of previous month to 25th of current month to the concerned DDO’s by 27th of each month for preparation of pay bills and will also ensure that all their staff are registered under BACS. It must be ensured by the concerned Controlling Officer that all outside official visits/leave during the month are duly sanctioned.

13. Concerned DDO’s shall prepare salary bills strictly in accordance with rules specified herein above.

**Duties assigned to Staff deployed for Biometric Attendance System University Memorandum No. AUJ/Est/G-600/17-18/3761-3806 dated 21.11.2017.**

- To ensure that BACS remain operational round the clock.
- To coordinate with the Nodal officer and ensure the responsibility for functioning and management w.r.t assigned biometric device.
Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

To facilitate the employees to register themselves on the BACS network/database.

Collection of attendance data, whenever required.

To nominate substitute staff in case the nominated official proceeds on leave and hand over the responsibility to the staff nominated by the controlling officer.

Note:

1. All the Officers/Heads of the Divisions/Scientist Incharge Research stations/AICRIPs/KVKs, shall ensure installation of Biometric Attendance System/Machines at the earliest and in case Biometric Attendance System are not installed yet, the same be purchased immediately after following the codal formalities out of the funds already allocated by the Comptroller office under the Head "O.E"/Machinery and Equipment" for the current Financial year.

By Order

No: AUJ/Est/18-19/G-600/4412-4490
Dated: 02.11.2018

Copy for information to:

- All Officers of the University
- Associate Director Extension & I/c KVKs
- All HoDs of FoA, FVSc & AH, and FBSc of SKUAST-J
- All I/c Research Stations/Sub-stations/KVKs/ units
- Nodal Officer, Data Centre, SKUAST-J for uploading the same on the University website.
- All Joint/Dy. Registrars/Dy. Comptrollers and Administrative Officers /Assistant Registrars/ Assistant Comptrollers/ Accounts Officers of SKUAST-Jammu
- SVC for the information of Hon’ble Vice-Chancellor, SKUAST-Jammu

Sd/-
Registrar

Asstt. Registrar (Est)