

JNTBGRI, PALODE

No.JNTBGRI/DR/192/2011

30.07.12

CIRCULAR

Sub:-JNTBGRI-Committee constituted for the maintenance of Bio-metric Attendance Systems-reg.

In addition to the 20 Committees constituted vide Directors Circular dated 09.06.2011, the Bio-metric Attendance Systems Committee has been constituted with the following personnel.

Dr. C. G Sudha. Scientist E2	Chairperson
Registrar	Member
Finance Officer	Member
Dr. C Anilkumar, Scientist C	Member
Shri P P Markose, Head, Engg Section	Member
Shri A P Sukumaran Nair (Security Officer)	Member
Shri P S Pradeepkumar, Dy Controller (Purchase) Convener	

In the absence of Dr. C G Sudha , Dr. C Anilkumar will be functioning as Chairperson.

Responsibilities

1. To ensure the maintenance of Bio-metric Attendance System
2. To implement and monitor the Bio-metric System effectively
3. To verify Muster Rolls, Service Book, Leave application and Out-Pass at random
4. To monitor employees moving out/coming in for official/private reasons
5. To encourage staff to stick to the timings of the Institute
6. To maintain documents such as summary Muster Roll, Detailed Muster Roll etc. with the corrections incorporated by the respective Section Head/HoD
7. To recommend deduction of CL ((or other eligible leave) of an employee if he/ she takes up more than the cumulative grace period of 180 minutes in a month.
8. To submit Report to the Director after verification of records alongwith the documents.

9. To convene at least one meeting per month to review the situation including the status of the Bio-metric Hardware/Software.

DIRECTOR