കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

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KOCHI-22

Dated: 14.06.2024

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CIRCULAR

Sub:- Salary Processing - Updation of biometric attendance database - reg.

Ref :- Minutes of the Meeting held at Vice Chancellor's Ante-room on 07.05.2024 to discuss issues related to biometric attendance system

In pursuance of the decisions taken at the meeting referred above, it is hereby impressed upon all concerned that Biometric punching must be strictly followed in the case of contract staff also which shall be monitored by the Heads of Departments/Office. The Administration wing shall invariably communicate to the CIRM, all university orders on appointment and termination of contract staff. Further, all **Sections/Departments /Schools** concerned are directed to update the biometric attendance database by communicating all the orders on appointment/termination of contract staff to the CIRM. All retired/relieved/terminated employees (regular and contract) shall be excluded from the biometric attendance statement, from the month of June 2024 onwards.

All Controlling officers/Heads of Departments/Directors/Principals are requested to comply strictly with the above instructions.

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Dr. V. Sivanandan Achari *

Registrar

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* This is a computer generated document. Hence no signature is required.