

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Cochin University P.O., Kochi-22)



No. PayrollA/Misc/2021

KOCHI-22

Dated: 11.04.2024

CIRCULAR

Sub:- Salary Processing-Forwarding of Biometric Attendance Statement-reg

Ref :- Minutes of the Meeting held at the Office of the Vice Chancellor on 01/04/2024, to discuss the matters associated with Biometric Attendance system.

As per reference above, all Sections/Departments /Schools are directed to adhere to the following guidelines while forwarding monthly attendance statement of Regular and Contract staff for Salary processing from the Month of April 2024 onwards:

- 1) **Electronic Submission Only:** Manual attendance statements will no longer be accepted for salary processing of Regular and Contract staff.
- 2) **Submission Deadline:** The Muster Roll Report (Reports → Muster Roll → Summary) generated from the Biometric Attendance System, covering the period from the 16th of the previous month to the 15th of the current month, must be submitted to the Payroll A section (either as hard copy or as FFMS inward), by the 20th of each month. The report should be duly verified and signed by the Head of Department (HoD) or Controlling Officer. For Contract staff, the Biometric attendance statement for the entire month should be forwarded. The HoD/Controlling Officer must certify that the biometric attendance has been cross-checked with the attendance register and found accurate.
- 3) **Accuracy :** All details, including Leave, Overtime Duty (OD), Restricted Holidays, Diesnon, Permissions, etc., availed by the employee must be accurately entered and approved. Any necessary corrections should be made directly in the Biometric system by the Controlling Officer before generating the attendance statement. Manual corrections on the printed attendance statement are not permitted.
- 4) **Absence Regularization:** The HoD/Controlling Officer must ensure that no field in the Muster Roll report indicates 'ABSENT'. Any instances of absence should be appropriately regularized in the Biometric system with the corresponding leaves. If any field shows 'Absent' in the biometric attendance statement, the salary processing will be processed later, until a rectified biometric statement is received.
- 5) **Recording Shift Duties:** The duty of staff on 'Shift duty', such as security personnel, must be accurately recorded in the biometric system by the respective Controlling Officer.
- 6) **Leave Approval Process:** When approving leave details, the HoD/Controlling Officer should verify

that leave applications (Casual Leave, Earned Leave, etc.) are submitted in hard copy by the employee and forwarded to the concerned Section for necessary entries in the Service Book/GER. Departments/Centers should ensure timely updates in the Service Book of Establishment staff from time to time..

All Controlling officers/HoDs/Directors/Principals are required to comply strictly with the above guidelines.

Dr. Meera V *
Registrar

To

All Sections/Departments/Centers/Schools of the University

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