



**Institute of Human Resources Development
Chackai, Thiruvananthapuram-24**

PROCEEDINGS

IHRD – Implementation of Biometric Finger Print Attendance Management System (Punching System) w.e.f. 01.12.2022 to all associate institutions under IHRD–Sanction accorded – Orders issued

No.EB3/11631/2019/IHRD

Dated, Thiruvananthapuram, 18th November 2022

Ref:- This office proceedings of even No. dated 02.03.2020.

ORDER

Detailed guidelines have already been issued for the implementation of Punching System to all associate institutions w.e.f. 01.07.2020. Due to Covid'19 Pandemic, the implementation has been delayed. In view of orders of Government as well as the decision of the Executive Committee, the Punching System has already been implemented in the IHRD (Headquarters), Thiruvananthapuram and all employees are marking their attendance through Finger Print Attendance Management System (Punching System) w.e.f. 14.11.2022. It is essential to implement the same to all associate institutions and the following orders are issued.

1. Sanction is accorded to all heads of institutions to implement the Biometric Finger Print Attendance Management System (Punching System) in their respective institutions w.e.f. 01.12.2022 FN withoutfail.
2. Sri. Sreekumar. N. G, Computer Engineer (Higher Grade), IHRD (Headquarters) is nominated as 'Nodal Officer' for the effective implementation of the System w.e.f. 01.12.2022.

3. He shall follow up with all the associate institutions for the effective implementation of the system and furnish a detailed report before the Director during the first week of December'2022.

Sd/-
Dr. P. Suresh Kumar
DIRECTOR

To:-

1. *All heads of associate institutions for necessary action*
2. *Additional Director*
3. *Administrative Officer*
4. *Finance Officer*
5. *Finance Section*
6. *Personal Assistant to Director*
7. *Sri. N.G. Sreekumar, Computer Engineer (Higher Grade)*
8. *Purchase Section (through Accounts Officer and Technical Store Keeper for necessary action)*
9. *S.F*
10. *O.C*

Forwarded/By Order


Senior Superintendent
