



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

No.EB3/11631/2019/IHRD (2)

Dated, 21.03.2023

CIRCULAR

Sub:- IHRD – Implementation of Biometric Finger Print Attendance Management System (Punching system) – further Instructions-issued - reg.

Ref:- This office order of even no. dated 02.03.2020 & 13.01.2023

Inviting attention to the reference cited, Biometric Finger Print Attendance Management System (Punching System) has been implemented w.e.f 14.11.2022 and 01.12.2022 for IHRD Headquarters and all associate institutions respectively. Now, it has come to notice that certain head of institutions are not maintaining the manual attendance register which is against the procedures in force. Hence, all head of institutions are instructed to maintain manual attendance register also (if not maintained now) till further orders from this office.

**Sd/-
Administrative Officer**

To

1. All head of institutions under IHRD
2. Additional Director
3. Finance Officer
4. Administrative Officer
5. PA to Director
6. TSK (Selection Grade) for necessary action
7. SF
8. OC

Approved for Issue


Senior Superintendent
es