



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

Proceedings

IHRD – Implementation of Biometric Finger Print Attendance Management System (Punching System) – further orders – issued.

No. EB3/11631/2019/IHRD

Dated, Thiruvananthapuram , 8th September 2023

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

ORDER

In this office proceedings read above, Biometric Finger Print Attendance Management System (Punching System) has been implemented in the IHRD (HQ) and all associate institutions w.e.f. 14.11.2022 and 01.12.2022 respectively. It has also been ordered that the Punching time schedule is not mandatory for Director, heads of all educational institutions, Executive Engineer, Administrative Officer, Finance Officer, Assistant Engineer etc... due to their administrative activities. For effective implementation of the System, the position has been examined again and the following further orders are issued.

1. All employees (irrespective of categories) will have to mark their attendance through the Punching System as per the time schedule fixed by IHRD and no relaxation of time is admissible for any categories of employees henceforth.
2. If the head of institution attended other duties etc... the same will have to be recorded in the register maintained for the purpose and will be produced before the competent authority for verification.
3. The excuse of forgot punching is restricted to twice in a year henceforth.

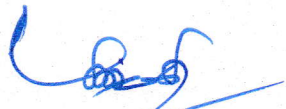
4. This office proceedings read above stands amended to the above extent.

Sd/-
Dr. V A Arun Kumar
DIRECTOR

To,

1. *All heads of institutions under IHRD*
2. *Administrative Officer*
3. *Finance Officer*
4. *Executive Engineer*
5. *Accounts Officer*
6. *Personal Assistant to Director*
7. *SF*
8. *OC*

Forwarded/By Order


Accounts Officer