



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,  
लौगोवाल, संगरूर, पंजाब - १४८ १०६  
(मानव संसाधन मंत्रालय के अधीन समविश्वविद्यालय)  
**Sant Longowal Institute of Engineering and Technology**  
**Longowal, Dist. Sangrur, Punjab - 148106**  
(Deemed University under MHRD)

Ref. No. SLIET/Admn./2015/4453-57

Dated: 13-11-2015

**OFFICE ORDER**

It has been decided to introduce Biometric Attendance System (BAS) in the Institute w.e.f. 16.11.2015 in accordance with the Govt. of India, DOPT O.M. No. 11013/-Estt (A-III), dated 21<sup>st</sup> November, 2014 regarding "Introduction of AADHAR enabled Biometric Attendance System" and No. 11013/9/2014-Estt.A-III dt. 22<sup>nd</sup> June, 2015 regarding "Observance of Punctuality in Government offices".

Accordingly w.e.f. 16.11.2015 (Monday), single office timings will be implemented in respect of faculty as well as staff, both regular and contractual. The office timings shall be 8:30 A.M. to 5:00 P.M. with a 30 minutes lunch break in between from 1:30 P.M. to 2:00 P.M. The members of Faculty having classes during 1.30 to 2.00 PM may avail lunch break during the free period.

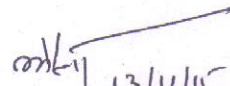
A total of 23 Biometric Machines are being installed at various locations, as given out at attached Annexure, which will be kept under the safe custody & supervision of the respective HOD/Section Incharge. All members of faculty as well as staff are required to mark their attendance in their respective departments/sections on or before 8:30 A.M. on arrival and on or after 5:00 P.M. while leaving the office. In case an employee is deputed on duty elsewhere in the campus, he/she is also at liberty to mark the attendance at that place.

Similarly in case of such employees, who is to report for duty earlier than 8:30 A.M. or leave the office later than 5:00 P.M., they may mark their attendance in the biometric machine at Central Library. The Manual Attendance System (MAS) will be continued to be followed along with the BAS till 30 November, 2015, whereafter MAS will cease.

It may be appreciated that the success of BAS will depend on whole hearted support from all quarters for which kind cooperation of all employees is solicited, please.

This bears the approval of the Competent Authority.

Encl: One

  
[Col. Arun Kainthla (Retd.)]  
Registrar

Copy to:

1. Director's Secretariat, SLIET
2. All Deans/HODs/Section Incharges : With a request to circulate to all concerned and display on Notice Boards
3. F.I. (ACSS)
4. D.R (Admn.)
5. File copy