



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल- 462003
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL- 462003
(An Institute of National importance under Ministry of Education, Govt. of India)

No. AB/Estt./2022/ 927

Date: 09/11/2022

NOTICE

In order to improve efficiency in monitoring the attendance, leave records and over all working environment, it has been decided that the **Biometric Based Attendance Monitoring System (BBAMS)** shall be implemented in the institute initially only for all the non-teaching employees of the institute with effect from **01.12.2022** without any exception. Their presence in the respective Departments/Sections/Centres will be considered only after marking attendance on BBAMS System.

The BBAMS machine is to be installed at the entrance gate of Administrative Building and in one of the Academic Blocks of the institute for marking the attendance by all the non-teaching employees.

Shri Alok Saxena, Superintendent, Establishment Section shall be the coordinator for overall implementation of BBAMS in the institute. Technical Officer (Central Computing Facilities) shall provide all the necessary support for smooth implementation of the BBAMS.

The detailed guidelines with respect to BBAMS shall follow in due course of time.

This is issued with approval of the Competent Authority for strict compliance.

/
(Registrar)

To,

All concerned

Copy to:

1. All Deans/HoDs/Section Heads – with a request to circulate among all non-teaching employees posted under them.
2. Assistant Registrar (Stores & Purchase) – for arrangement of BBAMS devices
3. Assistant Registrar (Estt.) – for implementation of the BBAMS.
4. AR (Accounts)/AR (Internal Audit)
- ✓ 5. PIC (Institute Website) – for uploading the same on the institute website.
6. Technical Officer (CCF)
7. PA to Registrar – for information and record please.
8. PA to Director – for kind information of Director.
9. Stock File

B. S. Saxena
(Registrar) ✓
9/11/2022