

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
ANDHRA PRADESH :: VIJAYAWADA

Memo. No.FI/2203/2021

Dated: 12.11.2021.

Sub: TECHNICAL EDUCATION – Establishment – Implementation of Bio-metric Attendance – Certain Instructions – Issued.

- Ref: 1. This Office Cir. Memo. No.K/AEBAS/2017, dated 22.12.2017
2. This Office Cir. Memo. No.FI/2203/2021, dated 27.08.2021.
3. Govt. Memo. No.1497975/OP/2021, dated 08.11.2021 of Skills Development & Training (OP) Dept. along with U.O. Note No.GAD01-PUMISC/12/2021-PU-A, dated 03.11.2021 of General Admn (PU.A) Dept.

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The attention of the Regional Joint Directors of Technical Education and the Principals of all Govt. Polytechnics in the State is invited to this Office Circular Memo. under reference 2nd cited, wherein instructions have been issued to make operationalize the Bio-metric devices and follow the instructions of the Government scrupulously and upload the attendance particulars in Bio-metric Attendance portal without fail.

In this connection, while enclosing a copy of the reference 3rd cited, the Regional Joint Directors of Technical Education and the Principals of all Govt. Polytechnics are hereby instructed to watch Bio-metric attendance of staff as well as students under their control and take appropriate measures as per the instructions of the Government. They are requested to upload the attendance particulars of the staff and students in Biometric Attendance portal, without fail.

Encl: as above.

Sd/- A. NIRMAL KUMAR PRIYA,
For COMMISSIONER.

To
The Regional Joint Directors of Technical Education, Kakinada & Tirupati
The Principals of all Govt. Polytechnics in the State.


For COMMISSIONER.

GOVERNMENT OF ANDHRA PRADESH
SKILLS DEVELOPMENT AND TRAINING (OP) DEPARTMENT

Memo No.1497975/OP/2021

Dated:08.11.2021

Sub:- Skill Development & Training Department – Bio metric attendance
certain instructions – Reg.

- Ref:- 1. From the G.A(PU-B) Dept., Circular Memo.GAD01-
NABE0BMAT/1/2021-PU-B1, dated24-08-2021.
2. From the G.A(PU-B) Dept., U.O Note.GAD01-
PU0MISC/12/2021-PU-A, dated.03.11.2021.

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Copies of the references 1st & 2nd cited are send herewith to all the
Sections/all the HoDs under the control of Skill Development & Training
Department and they are requested to follow the instructions issued in the
references cited scrupulously. The HoDs shall report compliance to
Government in the matter.

T.R.B.G GANGA RAJU
DEPUTY SECRETARY TO GOVERNMENT

To,
All the Sections in Skills Development and Training Department (w.e)
The Special Commissioner of Technical Education, A.P ,Vijayawada. (w.e.)
The Director of Employment Training, Vijayawada (w.e.)
The CEO, Society for Employment and enterprise Development in Andhra Pradesh(w.e)
The MD, AP State Skill Development Corporation, Tadepalli, (w.e.)
The National Academy of Construction, Vijayawada (w.e.)

//FORWARDED :: BY ORDER//


SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (PU-B) DEPARTMENT

Circular Memo.GAD01-NABE0BMAT/1/2021-PU-B-1

Dated:24.08.2021.

Sub: General Administration Department - Policy Unit - Meeting held by CS with all Secretaries on 13.08.2021 - Implementation of Bio metric Attendance – Certain Instructions - Regarding

Ref: 1) Govt., Memo.No.58021/7/2017-PU A-GAD-02, Dated:29.09.2017.

2) Circular Memo.No.GAD01-NABE0BMAT(INST)/1/2020-PU-C-1,
dated:19.03.2020.

3) Minutes of the Meeting held by CS with all Secretaries held on 13.08.2021.

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In the reference 1st cited, certain instructions have been issued on Bio metric Attendance to all Secretariat Departments, all Heads of Departments, Autonomous organisations and District Collectors in the State.

2) In the reference 2nd cited, Bio metric Attendance have been dispensed with in view of the potential Covid-19 infection for the time being, as main source of the spread of Covid-19 virus is direct contact.

3) In a meeting held by CS with all Secretaries on 13.08.2021 a decision has been taken among others that attendance with Bio metric Device is mandatory in the Secretariat and other offices.

4) Therefore, the IT,E&C Department shall make operationalise the Bio metric Devices in Secretariat and other offices immediately and ensure the instructions issued in the Memo 1st cited.

5) All the Departments of Secretariat shall take immediate action to make attendance with Bio metric Device in Head of Departments, District Collectors, Autonomous Organisations & State Unit Offices under their control.

6) The IT, E&C Department / General Administration (PU) Department shall ensure that all Bio metric Devices in the Secretariat are functioning properly and Integrated report of Bio metric attendance has to be generated and submitted on monthly basis.

7) Every Secretary dealing with OP Section in all the Departments of Secretariat should watch Bio metric attendance of employees and take appropriate measures as per the rules.

8) All the Departments of Secretariat, Head of Departments, District Collectors, Autonomous Organisations/ State Units shall take necessary action accordingly.

ADITHYA NATH DAS
CHIEF SECRETARY TO GOVERNMENT

To
All the Departments of Secretariat.
The IT,E&C Department (requested to take necessary Acton to Enable the Bio metric devices)
All the Head of Departments.
All the District Collectors.
All Autonomous Organizations/State Units.

Copy to:

The Principal Advisor/Principal Secretary / Secretary / Additional Secretary to CM.
The P.S. to Chief Secretary /Principal Secretary (Political)
SF/SCs

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SECTION OFFICER

S.O (OP)
27/8/21
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GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (PU. A) DEPARTMENT

U.O.No.GAD01-PU0MISC/12/2021-PU-A

Date:03.11.2021

Sub: GA(PU-A) Department - Bio metric attendance certain instructions-
Reg.

3357 Ref: Circular Memo.GAD01-NABE0BMAT/1/2021-PU-B, Dt:24.08.2021.
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In the Circular Memo cited, all the Departments of Secretariat has instructed to take immediate action to make attendance with Biometric Device in Head of Departments, District Collectors, Autonomous Organisations & State Unit Offices under their control. Every Secretary dealing with OP Section in all the Departments of Secretariat should watch Bio metric attendance of employees and take appropriate measures as per the rules.

2. All the Departments of Secretariat are informed that the Biometric attendance of all employees working in different Departments of Secretariat has been communicating to the Secretary concerned on daily basis. The Biometric attendance has been analysed and found that percentage of attendance is considerably low and nearly 10% of employees attending office after 11.00 A.M. Therefore, Secretary dealing with OP Section in all the Departments of Secretariat are requested to review Biometric attendance of the Department concerned regularly once in a week.

3. All Departments of Secretariat are further informed that the details of Biometric attendance need updation duly deleting the details of employees transferred or retired and adding the details of new incumbents in the Department. If any difficulty in updating details in Bio metric device, please contact Sri A. Mahesh, Technical associate, IT&E Dept. (Mobile No: 9505453555) and Sri S.V.D. Praveen, Technical Staff, GA(PU) Dept. (Mobile No: 6361591775).

4. All the Departments of Secretariat are requested to adhere to the above instructions and see that there should be 80% attendance in each Department of the Secretariat.

MUTHYALA RAJU REVU, I.A.S.
PRINCIPAL SECRETARY TO GOVERNMENT(POLL)(FAC)

To
All the Departments of Secretariat.
Copy to:
The P.S. to Chief Secretary to Govt.
The P.S. to Prl. Secretary to Govt.(Poll).
The P.Ss to Secys., of all Departments of Secretariat.
SC/SF.

//FORWARDED::BY ORDER//

SECTION OFFICER