

GOVERNMENT OF ANDHRA PRADESH

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

Cir. Memo. No: K /AEBAS/ 2017

Dated: 25-10-2017

Sub:- TECHNICAL EDUCATION – Implementation of Biometric Attendance System in Secretariat Departments – Updation of Biometric Attendance portal- Government Polytechnics – Instructions to Principals – Issued – Regarding.

- Ref:-
1. UO Note No. GAD- 11022/6/2017-AS-PU1- GAD- 03, dated: 19-07-2017.
  2. UO Note No. GAD- 11022/6/2017-AS-PU1- GAD, dated: 17-07-2017
  3. UO Note No. 11022/6/2017-AS-PU1- GAD( 02), dated: 10-10-2017.
  4. Instructions of Commissioner of Technical Education, dated: 18/10/2017.

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All the Principals of Government Polytechnics are hereby requested to instruct the staff members under their control to update the Biometric Attendance portal of their respective Polytechnics for the months of **July, August & September, 2017** duly incorporating the details OD/ Leave etc in respect of all staff members under their control by **5.00PM on 26/10/2017**, so as to enable this office to submit the same to the Government for placing the same before the Chief Minister.

Encl:-

Reference 3<sup>rd</sup> cited.

Sd/- V. Padma Rao  
For SPECIAL COMMISSIONER

To

All the Principals of Government Polytechnics.  
Copy to RJDs (T.E) Tirupati, Kakinada for information.  
Copy to the Stock File.

  
For SPECIAL COMMISSIONER

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17/10

GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (PU.1) DEPARTMENT

UO Note No.11022/6/2017-AS-PU1-GAD(2),

dated: 10/10/2017

Sub:-Implementation of Biometric Attendance System in  
Secretariat Departments -Update of biometric  
attendance portal - Regarding.

- Ref: 1) UO Note No.GAD-11022/6/2017-AS-PU1- GAD-03,  
dated:19-07-2017.  
2) UO Note No.GAD-11022/6/2017-AS-PU1-  
GAD, Dated:17-07-2017.  
-:oOo:-

All the Departments of Secretariat are requested to update the  
biometric attendance portal of their respective Departments for the months  
of **July, August & September, 2017** duly incorporating the details of OD /  
Leave etc in respect of all the staff members / Officers from the level of  
Minister to the level of other category staff in their Departments **by 10.00AM**  
**on 17-10-2017** positively, so as to enable the admin. to take out the  
abstract of biometric attendance for the three months and submit before the  
Chief Minister.

SRIKANT NAGULAPALLI  
SECRETARY TO GOVERNMENT (POLITICAL)

To  
All the Departments of Secretariat.

//Forwarded::By order//

S. Mary Rathamani  
SECTION OFFICER

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RE AGO / JAC  
Implement it.  
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