**GOVERNMENT OF ANDHRA PRADESH**

**OFFICE OF THE**

**COMMISSIONER OF TECHNICAL EDUCATION**

**ANDHRA PRADESH :: VIJAYAWADA**

**Cir. Memo. No:EHE02-19030/4/2019-OSD-CTE Dated:01/02/2019**

SUB: TECHNICAL EDUCATION - Implementation of Biometric attendance for Staff and Students of all Government Polytechnics - Instructions issued - Reg.

REF: CTE's Circular Memo of even no, dt:08.01.2019.

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In the ref cited, all the Principals of the Government Polytechnics were instructed to verify the daily attendance of Staff in AEBAS and IAMS applications regularly and requested to instruct the Staff under control of the Principal, to update Leave/ On Duty/ EOL details in the AEBAS & IAMS portals whenever the Staff go on Leave/ On Duty/ EOL.

It is brought to the notice of the Commissioner of Technical Education that, in spite of number of remainders, certain Principals of Government Polytechnics are not monitoring the AEBAS & IAMS applications regularly to verify the attendance of staff and students and for approval of Leave/ On Duty/EOL details of the staff under control of the Principal.

In this connection, all the Principals of Government Polytechnics are hereby instructed to monitor the biometric attendance of staff and students in AEBAS and IAMS applications regularly and further the Principals are instructed to direct the Staff under their control, to update Leave/ On Duty/ EOL details in AEBAS and IAMS portals whenever the Staff go on Leave/ On Duty/ EOL.

Further, the Principals are instructed to verify and approve the authorized Leave/ On Duty/ EOL details of Staff. If any discrepancy is found, it should be brought to the notice of the Commissioner of Technical Education, AP.

SD/- G S PANDA DAS, IAS

SPECAIL COMMISSIONER

To

All the Principals of Govt. Polytechnics.

Copy to RJDTE, Kakinada & Tirupathi for information.

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For Commissioner