



**NATIONAL INSTITUTE OF TECHNOLOGY,
HAMIRPUR [H.P] -177005.**

Ph.01972-222308, 224390

Fax:01972 223834 & 222584

OFFICE ORDER

Pursuant to the decision taken in the meeting held on 20.09.2016 and subsequent Approval of Competent Authority, for the implementation, operation and monitoring the AADHAR Enabled Biometric Attendance System (AEBAS), the following decisions have been taken for the implementation of AADHAR Enabled Biometric Attendance System in the Institute:-

1. AEBAS installed in the Institute shall cater to faculty and staff working on regular/contract basis excluding outsourced man power.
2. Reference time line for faculty (regular or contract) shall be 8.30 AM in the morning and 5.30 PM in the evening.
3. Reference time line for non-teaching staff(regular or contract) shall be 9.00 AM in the morning and 5.30 PM in the evening.
4. All the employees of NIT Hamirpur shall remain available in the institute during office hours and can mark their attendance in AEBAS installed from 8.30AM to 9.30 AM in the morning and 5.30 PM to 6.30PM in the evening.
5. Delayed reporting w.r.t. morning time line can be compensated for by delayed relieving beyond evening time line provided it does not infringe one's class schedule.
6. Information regarding inclusion and rejection of a subject to AEBAS shall be communicated to the Administrator AEBAS by the administration section of the Institute in view of the joining and resignation of staff.
7. For better reliability, number of machines at every location shall be increased to two to make both links available at each location. Lecture Hall Complex being main activity centre for faculty, two bio metric machines shall be installed near the entrance (Ground Floor).
8. In the event of malfunctioning of the machine matter be reported to the contact person responsible for trouble shooting as per the table enclosed.
9. In the event of major break down or link failure, attendance shall be deemed marked provided one is not on any kind of leave.
10. All Biometric machines shall be numbered and their physical security and safety shall be ensured by concerned security staff on 24x7 basis.
11. Non marking of attendance due to leave/tour/official work etc. shall be verified at the administrative level.
12. Framed norms will come into force with immediate effect.


REGISTRAR

NIT HAMIRPUR (H.P)

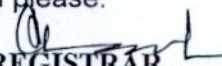
Dated: 10-10-2016

No. NIT/HMR/Admn/AEBAS/2016-7860-85
Copy to:

All Deans, HODs/HOC/Chief Warden (Hostels), Medical Officer/Executive Engineer
Const. Cell/ Incharge Library/Incharge Security/Branch Officers, NIT Hamirpur for information
and necessary action please.

PS to Director, PA to Registrar for information please.

Coored Website


REGISTRAR
NIT HAMIRPUR (H.P)

Person(s) to be contacted in the event of malfunctioning of machine.

Sr. No	Device ID	Machine Number	Name of the machine	Machine location	Person to be contacted in the event of malfunctioning of the M/c
1	23613	1	Computer Centre	Computer Centre Entrance	Sh. Jiwan Kumar (88949-61433) Sh. Jagdish Verma (94180-57172)
2	31694	2	Computer Centre	CSED Entrance	Sh. Rakesh Sharma (94180-96515) Sh. Jagdish Verma (94180-57172)
3	31139	3	Department Of EEE	EED Entrance	Sh. Chet Ram (94591-18252)
4	29676	4	Department Of E&CE Entrance	ECE&D Entrance	Sh. Shiv Dyal (94180-58071)
5	32353	5	Department Of Physics	ECE&D Entrance	Sh. Bikram Singh (94180-49574)
6	32351	6	Centre For Material Science	ECE&D Entrance	Sh. Anil Kumar (9418339826)
7	37910	7	Sub Station II	Sub Station II (Inside Office)	Sh. Ashwani Kumar(94182-77193)
8	31818	8	Department Of Mechanical	MED Entance	Sh. Dev Raj (9418994887)
9	29555	9	Department Of Architecture	ARCH Entrance	Sh. Ajay Gupta (94180-91069)
10	29558	10	Centre Of Energy & Environmental	2nd Floor of architecture Building	Sh. Sohan Singh (94186-36785)
11	28957	11	Workshop	Workshop (Outside HOD Office)	Sh. Ravinder Kumar (94186-83506)
12	23686	12	Department Of Civiil	CED Main Entrance	Sh. Balbir Singh (94180-58319)
13	32124	13	Construction Cell	First Floor Construction Cell	Sh. Ashwani Kumar(94182-77193)
14	32224	14	Corporate Office	First Floor Corporate Office	Sh. Madan Lal (94181-79411)
15	37690	15	Administrative Block	Outside of Registrar Office	Sh. S.K. Ratnakar (98826-77474)
16	28956	16	Administrative Block	Ground Floor of Admin office Entrance	Sh. Surinder Sijngh (94186-83915)
17	32118	17	Administrative Block	Ground Floor of Admin office Entrance	Sh. Yash Pal (94185-19349)
18	28958	18	Library	Library	Sh. S.S. Pathania (94180-38792)
19	29098	19	Library	Library	Sh. Vimlesh Patel (7095989954)
20	32120	20	Health Centre	Out side of doctors room	Sh. Ishant (97362-92110)
21	38588	21	Guest House	Inside Guest House Kitchen	Sh. Devender Kumar (94182-75207)

Contact person for Major Breakdown: Shri Jagdish Kumar Verma, Administrator AEBAS Mobile No. (94180-57172)