

**GOVERNMENT OF TELANGANA**

**OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
TELANGANA :: HYDERABAD**

**Cir. Memo No: K3/11029/2015-Vol-II**

**Dt: 20-09-2018**

Sub: TECHNICAL EDUCATION – Implementation of Biometric Attendance for Pay Bills – Reg.

Ref: 1. This office letter of even No., Dt:03.08.2018.

2. Instructions of CTE through WhatsApp message, Dt: 21.08.2018.

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Instruction were issued to Principals of Government Polytechnics vide ref.1<sup>st</sup> cited to implement Biometric Attendance for Pay Bills from the month of August 2018. On the request of the Principals, the CTE has taken lenient view and permitted the Principals to submit Pay Bills for August 2018 (i.e 21<sup>st</sup> July 2018 to 20<sup>th</sup> August 2018) through manual Attendance vide ref.2<sup>nd</sup> cited. However, from the month of September 2018 the Pay Bills shall be prepared basing on the Biometric Attendance.

In this connection, all the Principals of Government Polytechnics are informed that the reports of Biometric Attendance (ABAS) System are in place along with leave management module. Hence, all Principals are requested to login into Biometric Attendance module and update the leave & other details of the staff and generate attendance report for the month of September 2018 (i.e 21<sup>st</sup> August 2018 to 20<sup>th</sup> September 2018) onwards and prepare pay bills based on the attendance report generated in Biometric Attendance module only.

The above instructions are to be followed scrupulously.

The receipt of the memo shall be acknowledged.

Sd/- NAVIN MITTAL,  
COMMISSIONER

To:

The Principals of Government Polytechnics in the State.

Copy to RJD (TE), T.S., Hyderabad.

Copy to Stock File / Spare.

//F.B.O.//

K. Syed Ali  
20/9/18  
SUPERINTENDENT  
20/9/18