

PROCEEDING OF THE COMMISSIONER OF TECHNICAL EDUCATION, NAMPALLY,  
HYDERABAD

Present: Navin Mittal, I.A.S.

Sub:- Academic – Technical Education – Implementation of Biometric Attendance in all Government Polytechnics – Dispensing Physical Attendance Registers – Certain Instructions – Issued- Reg

- Read:-
1. Memo.No.5733/UE/2015, Special chief Secretary to Government, H.E(UE)Dept., dt:26.11.2016
  2. This Office Memo.No.K3/11029/CC & Bio-metric/2015, dt:18.11.2016
  3. This Office Memo.No.K3/11029/2018, dt:17.07.2018
  4. This Office Memo.No.K3/11029/2015-Vol-II, dt:20.09.2018

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**ORDER:-**

In the ref.1<sup>st</sup> read, the Government of Telangana has issued instructions for marking Biometric attendance in all Educational Institutions. Further, in this office order 2<sup>nd</sup> and 3<sup>rd</sup> read, instructions have been issued to the Principals of all Government Polytechnics to follow the Biometric attendance scrupulously in respect of all Teaching / Non-teaching staff working in Government Polytechnics in the State without fail. Subsequently, in the ref.4<sup>th</sup> read, the Principals of the Government Polytechnics have been instructed to prepare the pay bills based on the attendance report generated in Biometric Attendance module only. However, it is brought to the notice of the Commissioner of Technical Education that certain employees working in Government Polytechnics are not registering their Biometric attendance in deviation of the instructions already issued for scrupulously marking BMA.

In this connection, all the Principals/DDOs of Government Polytechnic Colleges in the State are instructed to strictly follow the Biometric attendance. Further, manual/physical attendance register shall be dispensed with in all Government Polytechnics in the State and there shall be no manual/physical attendance registers in any college with immediate effect. The salary bills of the staff will be claimed based on Biometric attendance only. If any Principal of any Institution is found allowing physical / manual attendance registers, strict disciplinary action will be taken.

The receipt of the orders shall be acknowledged.

**Signature valid**

Digitally signed by NAVIN  
MITTAL I.A.S.  
Date: 2021.03.03 15:34:50 IST  
Reason: Approved  
Commissioner

To

All the Principals of Government Polytechnics in the State  
Copy to all the Officers, O/o CTE, Hyderabad