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29/6/13

कार्यालय कुलसचिव (सामान्य प्रशासन)
वाराणसी - 221 005

Office of the Registrar (General Administration)
Varanasi- 221 005

(Established by Parliament by Notification No. 225 of 1916)

Dated: 28th June, 2013

NOTIFICATION

I am directed to notify for information of all the concerned that the Vice-Chancellor has been pleased to approve the recommendations of the Committee constituted under the Chairmanship of the Director, IMS, for implementing the new system of Five-Work Day per Week from the Academic Session 2013-14 in terms of the Executive Council Resolution No.114 dated February 28, 2013, and accordingly, the following will be effective from academic session 2013-14:

1 - Monitoring of attendance and punctuality

The current practice of signing attendance registers is in vogue in the University. Keeping in view of the fact that with adoption of biometrics solutions/ systems, the Ministries/ Departments have devised flexible systems (within certain limits) in which the employee can make good the shortfall in working hours (due to late arrivals/ early departures) by putting in extra working hours which is not possible with the attendance registers being more rigid and difficult to enforce for the controlling officers and also with a view to move to modern and efficient biometrics solutions for monitoring attendance, punctuality and ensuring that each employee puts in required working hours per week, It was decided that the effective and efficient biometric attendance monitoring system shall be putted on in place for the employees of the University after the information on biometrics implementation is obtained from other Central Government Departments/ Ministries.

2- Organization of sports, cultural and other co-curricular events

While considering the fitting-in the tight teaching learning schedule within the working days that would be available after adopting the new system, it was decided that various sports, cultural and co-curricular events be organized during non-working days only, so that, the teaching schedule is not disturbed due to these events.

This is issued in continuation of this office Notification No. R/GAD/Comm. (64-A)/2230 dated 22.06.2013.

[Signature] 28/6/13
(DR. SHYAM NARAIN)
DY. REGISTRAR (Gen. Admin.)
[Signature] 28/6/13
, of date: 28.06.2013

No.R/GAD/Comm(64-A)/ 14071 / 1403

COPY forwarded to the following for information and necessary action:

1. The Directors of Institutes /Deans of Faculties /Heads of Departments/ Offices/ Units,
2. The Principal, M.M.V.,
3. The Principal of Colleges/Schools,
4. The Coordinators of Schools/Centres,
5. The Cooridnator/Admin.Warden/Wardens of Hostels,
6. The Officer -On-Special Duty, R.G.S.C., Barkachha,
- ✓ 7. The Coordinator, Computer Centre, with the request to upload on the web site of the University,
8. The Chairman, Press, Publication & Publicity Cell,
9. The Dean of Students,
10. The Chief Proctor,
11. The Vice-President, University Sports Board,
12. The Dy. Registrar & Secretary to the Vice-Chancellor,
12. All the Dy.Registrars/ Asstt.Registrars
13. The P.S. to Re gistrar,
14. All the Section Officers,
Banaras Hindu University.

[Handwritten signature] 29.6.13

[Signature] 28/6/13
(DR. SHYAM NARAIN)
DY. REGISTRAR (Gen. Admin.)
[Signature] 28/6/13