



Office of the Registrar  
**VIDYASAGAR UNIVERSITY**

Midnapore - 721 102.

Dated : 15.02.2017.

**NOTIFICATION**

It has been directed to notify for general information that the Smart Card for the employees (Permanent Officers & Non-teaching Staff) those who have already submitted their verified preview document and completed photograph & signature session, are requested to collect their Smart Card from 15.02.2017 to 17.02.2017 (From 11-00 A.M. to 04-00 P.M.) from the Computer Centre of Vidyasagar University. It has also been directed to notify that the employees those who have not submitted their employment documents or not completed the photograph & signature session for issuing the Smart Card, are also requested to complete the same positively by 20.02.2017.

It may kindly noted that the Attendance with Smart Card will be commenced with effect from 23.02.2017. For the initial three weeks attendance will be recorded both manual and electronic mode. Attendance through electronic mode alone will commence with effect from 15.03.2017.

All stakeholders of this University are being informed accordingly.

Sd/-  
*Registrar.*

Memo No. : VU/R/C0074/2017 dated 15.02.2017

Copy forwarded for information and necessary action to :

01. the Deans of the faculty concerned.
02. the Head of all academic and administrative departments - with a request to circulate the same among the concerned staff of his/her department.
03. the Director (Actg.), DDE.
04. the Director of Computer Centre.
05. the Deputy Registrar.
06. the Assistant Registrar.
07. the Information Scientist for display on the University website.
08. the Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor.
09. relevant file.

*Registrar.*  
15/02/17  
*Registrar*

Vidyasagar University  
Midnapore-721102

