



Office of the Registrar
VIDYASAGAR UNIVERSITY

Midnapore - 721 102.

Dated : 22.02.2017.

NOTIFICATION

It has been directed to notify for general information that **the Attendance with Smart Card for all contractual employees (Officers & Non-teaching staff) will commence with effect from 23.02.2017.** For the initial three weeks attendance will be recorded in both manual and electronic mode. **Attendance through electronic mode alone will commence with effect from 15.03.2017.** It has also been notified that the concerned contractual employees those who have not collected their Smart Card are requested to collect the same immediately from the Computer Centre of Vidyasagar University.

All contractual employees (Officers & Non-teaching employees) of this University are being informed accordingly.

All section in charges and head of sections are directed to advise their staff to strictly adhere to this order.

Sd/-
Deputy Registrar.
For Registrar, V.U.

Memo No. : VU/R/C0089/2017 dated 22.02.2017

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 - with a request to circulate the same among all members of his/her department.
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.

[Signature]
22/02/17
Deputy Registrar.
For Registrar, V.U.
Deputy Registrar
Vidyasagar University
Midnapore-721102