



सत्यमेव जयते

अखिल भारतीय आयुर्विज्ञान संस्थान , बिलासपुर
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Reminder

AIIMS-BLS(A)(7)(CIR)/22- 4358.

21. November, 2023

CIRCULAR

Subject: - Non-Compliance of Biometric Attendance system – reg.

This is a reminder to all the Regular Staff, Deputation Staff, Senior Residents, Junior Residents, Contractual Staff and Outsource Staff regarding the importance of marking your biometric attendance as per the previously notified guidelines. (Copy enclosed)

As notified in the previous circular, the Institute has implemented a biometric attendance system to streamline record keeping process and ensure accurate tracking of duty timings. Punctuality and adherence to this system will be greatly appreciated, as it aids in maintaining efficient work environment.

Please ensure that attendance is marked diligently using the designated biometric devices at the specified times. There is also an mobile application based biometric attendance where in geo tagging of the location can be ascertained and the mobile application is accessible only through Institute's WiFi access.

If issues are still encountered or any queries regarding the biometric attendance system, the same to may be reported in the Dept. of Forensic Medicine & Toxicology, 2nd Floor, Academic Block.

In case of gross difference between individual's leave details and biometric attendance is encountered, the same will be verified and processed for financial implication by the accounts department.

This is issued with the approval of competent authority.


Deputy Director (Admin)
AIIMS Bilaspur, H.P.

Copy To: -

1. PA to ED for information of Executive Director please.
2. The Faculty I/c IT cell, for uploading on the website.
3. All the Regular Staff, Deputation Staff, Senior Residents, Junior Residents, Contractual Staff and Outsource Staff working in the Institute for strict compliance please.