

Office of the Principal Govt. College Safidon

Office Order

Memo No.-9CS/2025/1279

Dated: 06/09/2025

All the staff members are hereby directed to mark their attendance on AEBAS according to their timing on daily basis.

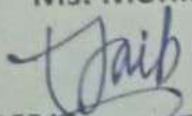
To ensure proper functioning of biometric machine and for proper maintenance of biometric attendance record in the College following staff members will perform their duties accordingly:

1. Mr. Vikas Bansal will ensure the biometric machine working, software installation & maintenance, internet connectivity properly for 1 to 15th of every month.
2. Ms. Monika will ensure the biometric machine working, software installation & maintenance, internet connectivity properly for 16 to 31st of every month.
3. Dr. Ruchi Bhardwaj will ensure to upload leave record on portal and maintain attendances report on daily basis.

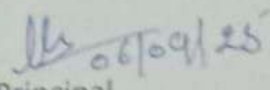
For any problem in Biometric contact the following staff members

Mr. Vikas Bansal (9466275812)

Ms. Monika (8901009568)


AEBAS

Nodal Incharge


Principal
PRINCIPAL
GOVT. COLLEGE
SAFIDON (JIND)