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भारत सरकार

Government of India

कृषि एवं किसान कल्याण मंत्रालय,

Ministry of Agriculture and Farmers Welfare

कृषि, सहकारिता एवं किसान कल्याण विभाग

Department of Agriculture, Cooperation and Farmers Welfare

दक्षिणी क्षेत्र कृषि मशीनरी प्रशिक्षण एवं परीक्षण संस्थान

Southern Region Farm Machinery Training and Testing Institute

ट्रैक्टर नगर, गार्लदिन्ने - 515 731, जिला: अनंतपुर (आं. प्र.)

Tractor Nagar, Garladinne- 515 731, District: Anantapur (A.P.)

[ISO 9001:2008 COMPLIANT INSTITUTION]



फाइल संख्या/File No. 22-9/2014-Admn. Coord.

दिनांक/Dated: 04th January, 2016

परिपत्र / C I R C U L A R

As the "Bio-Metric Attendance System" have been installed in the Institute, All officers and staff members are requested to mark their Attendance in machines. In case of failure of machines due to technical or other reasons beyond the control of the office, they are requested to sign in the Attendance Registers available in the concerned Sections, having brought the facts in the knowledge of the section incharge. BAS Id Nos of all staff are attached herewith.

It is however, to make clear that administrative responsibility of the section in charges will remain unchanged/ undiluted in all the matters of attendance of the staff working under them.

There is no change in the working hours.

Encl: As above

G. Aruna Kumari
(जी. अरुणा कुमारी)/(G.Aruna Kumari)
प्रशासनिक अधिकारी/Administrative Officer
कृते निदेशक/For Director
etc

वितरण/Distribution:-

1. All Officers: SAE(K)/SAE(Y)/AE(C)/AO/FS/AE(D)
2. All Sections: Admn./Trg./ Testing/Farm/Lib./Hostel/Cash/Accts-I & II/
Dispensary/*Engg. Stores*
3. All staff members (by circulation)

Copy to: PA to Director for kind information of Director

G. Aruna Kumari
(जी. अरुणा कुमारी)/(G.Aruna Kumari)
प्रशासनिक अधिकारी/Administrative Officer
कृते निदेशक/For Director
etc