P(235)

No:AUJ/DataCentre/24-25/239-255
Date:26-9-2024

**All officers of the University**
**SKUAST-Jammu**

**Sub: Updation of Biometric data base-reg.**

**Sir**

As per communication no. AUJ/SVC/F-64/24-25/809 dated 25-09-2024, the Vice Chancellor's Secretariat has noted that employees who have retired or been repatriated from the University are still appearing in your unit's biometric attendance database. In this regard, it is requested to your good self to direct the concerned personnel of the office and units under your control to review their office database and promptly forward the list of retired or repatriated employees to this office on a priority basis.

Thanking you

Yours faithfully

Dr. Manish Kr. Sharma    26.09.24
Nodal Officer
NKN Lab & Datacentre

**Copy to:**
Secretary to the Vice Chancellor for kind information to the Hon'ble Vice-Chancellor,please.

**SKUAST** Jammu

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