



Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

Memorandum

In suppression to this office Memo No. AUJ/Est/16-17/G-600/861-911 dated: 11.05.2016, the following staff in addition to their own duties shall assist Nodal Officer, Biometric Attendance System to make Biometric Attendance System functional at Main Campus Chatha and R. S. Pura Campus, as per following details:

Sr. No.	Staff	Location	Area of Attendance to be covered.	Compiling & Data related issues.
Faculty of Agriculture				
1	Sh. Naresh Kumar (Computer Asstt.), PBG	Block -01 (PBG)	Block 1, 2 & Library	Sh. Komal Bhat Comp. Programmer (HW) (Data Centre)
2	Sh. Dinesh Khajuria (Computer Asstt.) Div of Agronomy	Block -03 (Agronomy)	Block 3 & 4	
3	S. Hardeep Singh (Computer Asstt.), Dean Office	Dean Office	Block 5, 6 & Dean Office.	
4	Smt. Seema Rani & Smt. Seema Bhat (Computer Asstts.)	Block -07 (Agri. Eng.)	Block 7 & 8	
Faculty of Basic Sciences				
1.	Sh. Tek Rajan, Steno, F.B.Sc & Sh. Shami Kumar (Computer Asstt.), Examination cell	Block -10 (GF)	Block 9, 10, 11	
Administration				
1.	Sh. Arun Kumar (Computer Asstt.), Internal Audit. & Sh. Soneal Dhar (Computer Asstt.), Registrar's office.	Administrative Block (GF)	<ul style="list-style-type: none">Registrar officeComptroller officeDirectorate of Educ.Directorate of planning & monitoring office	Sh. Atulya Giri Comp. Programmer (SW) (Data centre)
2.	Sh. Neeraj Khajuria (Computer Asstt.), Dir. Education.	Administrative Block (FF)	<ul style="list-style-type: none">V.C Sectt.Directorate of Research.	
3.	Sh. Sunil Kumar (Computer Asstt.), Estates office.	Estates office (GF)	<ul style="list-style-type: none">Estates WingMedical CentreHostel staff.	
4.	Sh. Deepak Kumar (Audio Visual operator)	Directorate of Extension. (GF)	Directorate of Extension	

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Faculty of Veterinary Sciences				
1.	Sh. Ajay Bhat (Computer Asstt.), Dean Office ,FVSc & AH	Dean Office, FVSc & AH (Old block), R.S. Pura	Dean office , Old Block	Sh. Pankaj Sharma Prog. Asstt. (Data centre)
2.	Sh. Sudershan Kumar (Computer Asstt.), Dean Office FVSc. & AH	Dean Office, FVSc & AH (Clinics/ New Block), R.S.Pura/Library	<ul style="list-style-type: none"> • Dean office • New block Div. • Library. 	
3.	Sh. Syed Fiyaz Ah. Geelani (Computer Asstt.), Div. of Physiology & Biochemistry	Clinics & Library	<ul style="list-style-type: none"> • Clinics block • Library 	

Duties assigned to Staff deployed for Biometric Attendance system:

- To ensure the system and finger print devices operational by 9.30 am and evening 5.00 pm.
- To coordinate with the Nodal officer & ensure the responsibility for functioning & management w.r.t assigned biometric device.
- To facilitate the employees to register themselves on the peripheral/database.
- Collection of attendance data, whenever required.
- The nominated staff in case of leave, will hand over the responsibility to the staff nominated by him/her.

**Sd/-
Registrar**

No: AUJ/Est./G-600/17-18/3761-3806 .
Dated: 21.11.2017.

Copy to:

- All Officers of the University _____ for information and circulation among their respective units under their control
- Associate Director Extension & I/C KVKs
- Coordinator, School of Biotechnology, SKUAST-Jammu
- Incharge Examination Cell, SKUAST-Jammu
- All Concerned Heads _____
- All Dy. Registrars/Dy. Comptrollers, SKUAST-J
- All Asstt. Comptrollers/Accounts Officers/Asstt. Registrars/Adm. Officers, SKUAST-J
- Incharge, Data Center for uploading on the University website
- SVC for kind information of Hon'ble Vice Chancellor



Assistant Registrar (Est.) 22/11/2017