

Dated: 06/08/2019

NOTICE

In accordance with Government orders, all regular employees of all categories of this Institute are requested to register their Finger Print and other details (Name, Designation, Date of Birth, AADHAAR No., email Id, Mobile Phone No., Soft Copy of Photo within 150Kb) in the AADHAR based Biometric Attendance System, at the under mentioned Registration Help Desk, from 07/08/2019 to 13/08/2019 positively and without fail, during working hours of the Institute so that the attendance can be started from 16/08/2019. The registration is mandatory and obligatory on the part of all employees of the Institute for maintaining their attendance and working report related to salary disbursement and for onward transmission of the reports to the Department.

Registration Help Desk No.	Registration Help Desk Venue	Registration Help Desk operated by	Registration Help Desk guided by
1	Central Computing Lab (CCL), CSE Building, Ground Floor, New Campus	Smt. Dharmistha Das, Instructor (CSE)	Sri Gourab Bhattacharjee, Assistant Professor (CSE)
2	Central Computing Lab (CCL), CSE Building, Ground Floor, New Campus	Sri Prasenjit Debbarma, Mechanic (CSE)	Sri Ankur Biswas, Assistant Professor (CSE)
3	TEQIP-III Office, Administrative Building, Second Floor, New Campus	Sri Bappaditya Ghosh, Computer Assistant, TEQIP	Sri Bibhash Roy, Assistant Professor (CSE) & Nodal Officer Biometric Attendance System

All employees who are computer savvy and have Smart Phone are requested to get themselves registered by visiting the link <https://entit.bas.nicsi.com/register/myemp>. The entire process of registration will be supervised by the Nodal Officer Biometric Attendance System and all Registration Help Desks are requested to contact the Nodal Officer immediately for necessary guidance.

The matter may be treated as most urgent and of highest priority.


(Prof. Sekhar Datta)

Principal
Tripura Institute of Technology

Copy to:-

1. The Director of Higher Education, Govt. of Tripura, for kind information
2. Sri/Smt/Dr./Prof. HOD Dept.
for circulation among all faculty and staff under their control
3. The Head of Office, TIT, for information
4. The DDO, TIT, for information
5. Sri Bibhash Roy, Assistant Professor (CSE) & Nodal Officer Biometric Attendance System, for action
5. Sri Gaurab Bhattacharjee, Assistant Professor (CSE), for uploading the Notice in the Institutional website
6. The Senior Librarian, for circulation among all faculty and staff under his control
7. All incumbent concerned as mentioned in the Table, for necessary action
8. For wide circulation among all regular employees of all categories of this Institute
9. All Notice Boards of the Institute


(Prof. Sekhar Datta)

Principal
Tripura Institute of Technology
Narsingarh, Tripura West