



नागालैण्ड विश्वविद्यालय

**NAGALAND UNIVERSITY**

(संसद द्वारा पारित अधिनियम 1989, क्रमांक 35 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament No.35 of 1989)

मुख्यालय : लुमामी, जुन्हेबोटो (नागालैण्ड), पिन कोड - 798627

Headquarters: Lumami, Dist. Zunheboto (Nagaland), Pin Code-798 627

No.NU/HQ-L/ESTTGEN-32/03- 7159

Date: 15.3.2024

### NOTIFICATION

Consequent upon completion of the registration process for implementation of Bio-metric Attendance System, all employees including contract/Daily Wage Workers shall mark their office attendance through the Bio-metric Attendance System only as per the time given below-

|                               |                       |
|-------------------------------|-----------------------|
| 1. Punch in-time (arrival)    | : 9:30 am to 10:00 am |
| 2. Punch out-time (departure) | : 4:30 pm to 5:30 pm  |

All Controlling Officers including teaching departments shall periodically monitor the marking of attendance to ensure punctuality and sensitize their employees to adhere to the instructions relating to office hours, late attendance etc. Habitual late attendance and early leaving of office should be viewed seriously. In case of non-compliance, prompt action should be taken to deduct applicable leave on pro-rata basis or report the matter to the authority for necessary action under the extant GOI rules.

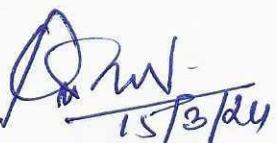
Sd/-  
(Dr. ABEMO)  
Registrar

No.NU/HQ-L/ESTTGEN-32/03- 7159

Date: 15.3.2024

Copy to:-

1. The Asst Registrar to V.C for information of the Vice-Chancellor, N.U, Lumami.
2. The Pro-Vice Chancellor, Nagaland University, Kohima/Medziphema Campus for information.
3. The Finance Officer Nagaland University Lumami for information.
4. The Controller of Exam, Nagaland University for information.
5. All Deans/Directors, Nagaland University for information.
6. All Heads of Departments/Centres, Nagaland University for information.
7. All Controlling Officers of Sections/Cells, Nagaland University for information.
8. The System Admin Nagaland University for uploading on University website.
9. Office copy.

  
(Vekhoyi Tetseo)  
Deputy Registrar (Estt-I)