

**DIRECTORATE OF TECHNICAL EDUCATION HARYANA, PANCHKULA**

Office Order No. 29

/Society

Dated: 14.06.2023

All the Principals are directed to send the biometric attendance of their staff/employees to the Head quarter within 09:15 AM & 05:15 PM (both times) and at the same time, physical attendance at 02:15 PM through email at ([adddir12@gmail.com](mailto:adddir12@gmail.com)) without fail.

It is also informed that whose biometric attendance is not operational, the Principal will authenticate his/her manual attendance for sending to HQ as well as to take necessary steps to activate the process immediately. Please ensure punctuality and discipline in the polytechnic.

**Treat is most urgent.**

Dated: 14.06.2023

Director General  
Technical Education Department  
Haryana Panchkula

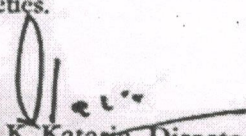
Endst. No. 630-633

/Society

Dated: 14.06.2023

A copy of above is forwarded to the following for information & necessary action:-

1. PS/DGTE
2. Additional Director, IT.
3. All Principal, Govt. Polytechnic Education Societies.
4. Joint Director/ Deputy Director (Admn.)
5. D-P, All SIET'S
6. All Principal, Govt. Polytechnics.

  
Dr. K.K. Kataria, Director  
for Director General, Technical Education  
Haryana Panchkula.


**OFFICE OF PRINCIPAL; GOVT. POLYTECHNIC, SIRSA**

Endst. No. GPS/2023/4092

Date: 16.06.2023

A copy of above is forwarded to the following with the direction to instruct the respective staff under their control to mark their attendance both times (incoming and outgoing) through AEBAS at prescribed time on all the working days positively. All HODs/Officer Incharge/ Incharge are further directed to instruct the respective staff to be physically available at 2:15 PM so that their physical attendance report can be sent to the higher authority:

1. TPO
2. HOD (App Sci / Agri / Civil/ Comp/ Elect / Elex / Mech Engg)
3. W/S Supdt
4. DSO
5. O/I (Sweeper/ Security/ Vehicle/ Outsourcing/ Horticulture/ Store)
6. O/I (Adm/ Exam/ Scholarship/ Library/ Electrical Maintenance)
7. Incharge (Security/ Sweeper)
8. Supdt (Hostel)
9. ✓ Sh. Krishan Kumar, O/I (Biometric)

  
Principal