

Government of West Bengal
DEPARTMENT OF SCHOOL EDUCATION
STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING,
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Memo No: 901 /F. 639/SCERT

Dated Kolkata the 09.01.2020

From: The Director, SCERT, WB

To
The Principal/In-charges of DIETs
All DIETs

Sub: Guideline for making attendance through Biometric Attendance machines

Ref: Our earlier order No.842/F.No.639/SCERT dated Kolkata 30.12.2019

In continuation of our earlier order under reference all are hereby instructed to follow the following for making attendance through Biometric Attendance machines :

1. Don't put off the switch of the biometric attendance machines and its related other devices (like UPS, Router etc).
2. Don't turn off the network system of your DIET. In this context all are to note that if any DIET disconnect their network intentionally we will take necessary action against the respective heads of DIET.
3. The biometric attendance machine should be in the safe custody of Principal/Officer-In-Charge of the respective DIET.
4. The fingerprint scanner of the biometric devices always should be kept in clean and dry condition.
5. Do not put unclean and wet/oily finger to fingerprint scanner for giving attendance.
6. Don't act on User Addition or deletion option without informing SCERT.
7. If any problem is found regarding the biometric device or UPS, all are to contact with the official of WIL (at Mob No. 8961791196, 8972480137, 9674147262).
8. Don't tamper with or overwrite the device settings without the consent of competent authority.

If any violation to the above guidelines is found, necessary action will be initiated against the concerned person(s).


Director, SCERT (WB)