HIP HE I I CAR

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F.No. 11-6/2019/Estt/

Dated 5th March 2020

CIRCULAR

All the staff of CIFE is hereby advised to not to mark their attendance through Biometric until further directions as the precautionary measures against the spread of "Corona Virus". All the HoDs / SICs / Controlling officers are requested to maintain attendance register so as to mark the attendance of their staff.

This is issued with the approval of the Director.

Sr. Administrative Officer

Distribution:

- 1. Director Cell
- 2. All HODs/Incharges of Sections/Unit/Cells
- 3. Incharge, ICT
- 4. Officer Incharges of Research Centres
- 5. staff.all@cife.edu.in
- 6. Secretary, IJSC
- 7. webmaster@cife.edu.in
- 8. Guard file.