



योजना एवं वास्तुकला विधालय, भोपाल

(राष्ट्रीय महत्त्व का संस्थान, मानव संसाधन विकास मंत्रालय, भारत सरकार)

School of Planning and Architecture, Bhopal

(An institution of National Importance, MHRD, Govt. of India)

सं.यो.वा.वि.भो./कु.स./का.आ./2020/365

No.SPAB/RGO/O.O./2020/365

दिनांक: मार्च 9, 2020

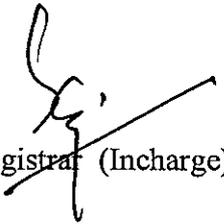
Date: March 9, 2020

कार्यालय आदेश / OFFICE ORDER

As a preventive measure to stop spread of **novel Coronavirus (COVID-19)**, Government of India has advised to exempt from marking biometric attendance. Accordingly, the biometric attendance will not be mandatory till 31st March, 2020. However, all the employees and students are required to mark their attendance in the attendance registers with arrival and departure timings. For students the registers are kept where the biometric machines are installed.

Respective departments shall provide the authenticated attendance till 31st March, 2020 with leave details to the Directorate, in respect of faculty members and to the Registrar Office, in respect of staff for providing the same to Finance & Accounts Section.

The faculty and staff have to sign the attendance register kept in their respective departments. It may be ensured that both 'in' and 'out' are marked in the registers.


Registrar (Incharge)

Copy through e-mail to:

1. Director
2. Prof. Sanjeev Singh, Dean (P&D)
3. Prof. N. R. Mandal, HoD, Dept. of Urban and Regional Planning
4. All faculty members
5. All Deans/HoDs
6. All Staff members
7. All Students
- 8 All Notice Boards