

No. 3962 dtd 11/9/18

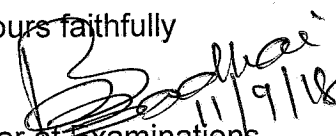
To,
The Principals of all private Polytechnics.

Sub.: **Bio-Metric Registration of 2018 admitted Regular & Lateral Entry students.**

Sir/Madam,

In inviting a reference to the subject cited above I am directed to inform you to complete the Bio-Metric registration of your 2018 admitted Regular & Lateral Entry students in presence of the Bio-Metric Administrator of the local Govt. Polytechnic as you had done during the previous year. Any student of the current 3rd & 5th sem who has yet not been registered in the Bio-Metric devices should also be registered along with the new students. You have to complete this entire task in a single day and inform your students to be present on that day for their Bio-Metric registration. You will also contact the Principal of the local Govt. Polytechnic well in advance & intimate him the date of registration so that he can depute his Bio-Admin for the purpose. The Bio-Admin of the local Govt. Polytechnic will contact Mr. Sovan of NIC (9658132588) and get the ID & password of the bio-metric devices, open the devices, complete the registration of the students, reset the date if required and again lock the devices and intimate Sovan about the ID & password. Principals to note that the Bio-Metric devices should always be kept on switch on mode and never be switched off during holidays. The place where Bio-Metric devices are installed should be under CCTV surveillance. This activity has to be completed latest by end of this month. Principals are requested to strictly note the datelines and act accordingly.

Yours faithfully


Controller of Examinations

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Copy to Principals of all Govt. Engg. Schools / Polytechnics for information & necessary action. They are requested to extend all support to the private Polytechnics of their district by deputing their Bio-Admin of those Polytechnics for conducting Bio-Metric registration of their students on the dates intimated by the private Polytechnics.


Controller of Examinations