

**CSIR-NATIONAL METALLURGICAL LABORATORY**  
Jamshedpur-831 007

No. NML/E-III/(37)/2021

Date : 21-10-2021

**NOTICE**

Sub : **Entry and Exit of employees through card reader system by ID cards.**

It is notified for all concerned, with the approval of the Competent Authority of CSIR-NML, that entry and exit for all staff members **with identity cards will be through the card reader system at Main Laboratory and elsewhere w.e.f. 1<sup>st</sup> November, 2021.** The employees must check and ensure that their ID cards are in working condition to register entry and exits. Biometry attendance system (fingerprint identification) will remain deactivated till further communication in this regard.

For some of the temporary employees, who may not have identity cards, entry and exit after signing at the gate will be allowed. **This will NOT be allowed to permanent employees as well as temporary employees with valid identity cards.**

Shri. Byomkesh Dash, Sr. Principal Sct. & Group leader, ITG will issue the required SoP on the entry/exit procedure to ensure valid attendance subsequent to this notification. He is also requested to ensure that all gates are functional and should depute appropriate officials for the first few days to assist anyone with card entry/exit problems. He is also requested to ensure that all the Cameras are functional. After 1<sup>st</sup> November, he is also requested to do random checks of the CCTV for proper entry/exits of the employees.

*K. Bhattacharya*

( K. Bhattacharya )

**Controller of Administration**

*21/10*

Copy to :

1. All Divisional/Sectional head - for wide circulation among their staff members.
2. PS to Director
3. PA to Advisor Management
4. Shri. Byomkesh Dash, Sr. Prin Sct. & Group leader, ITG
5. e-Notice Boards