JAWAHARLAL NEHRU UNIVERSITY

(Communication and Information Services)

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Notification

Standard Operating Procedure to use JNU Biometric Attendance System:

1. Permanent employees can view individual attendance report from the URL http://fbams.jnu.ac.in using their JNU internet login id and password.
2. Department/School/Centre is required to send name of the concerned official to Director, CIS through proper channel to implement view access and give permission to generate online attendance reports from the biometric attendance system.
3. Outsourced/Contractual/Temporary Staff must return the biometric attendance id card to Director, CIS on or before their last working day in the University. The concerned Department/School/Centre must ensure that attendance card is returned to CIS by them on leaving JNU.
4. In case of transfer of employee, a photocopy of joining letter must be submitted at Biometric Enrolment Counter, CIS for changing the name of the department in software and set configuration of attendance marking machine accordingly.
5. In case of any change required in the existing JNU ID Card, the concerned person has to fill the form provided by the Security Branch and get it forwarded to Director, CIS through CSO after obtaining all approvals.

In case of loss of JNU SMART ID Card (Permanent Employees):

1. Lodge an FIR and attach a copy of FIR for the loss of JNU SMART ID Card alongwith duly filled form.
2. Fill up the form provided by the Security Branch and get it forwarded to Director CIS through CSO after obtaining all approvals.
3. Pay Rs.300/- online for making a new JNU SMART ID Card through the portal http://pay.jnu.ac.in using JNU internet login id and password .
4. Attach the receipt of online payment receipt with form and forward it through the Security Branch at the Biometric Counter, CIS for issue of the new Smart ID Card.

In case of loss of JNU biometric attendance card (Temporary Employees):

1. Lodge an FIR and attach a copy of FIR for the loss of JNU biometric attendance card alongwith duly filled form.
2. Submit an application to Director CIS through proper channel informing about the loss of biometric attendance card and with a request to create temporary login id from the CIS office to use JNU's online payment system (http://pay.jnu.ac.in)
3. Login with the temporary login id and pay Rs.300 online for making the new biometric attendance card using portal http://pay.jnu.ac.in.
4. Submit the receipt of payment with duly filled application form to the biometric enrolment counter, CIS for creation of new biometric attendance card.

This has been issued with the approval of the Competent Authority.

Director (CIS)

To

1. All Deans of Schools of Studies
2. All the Chairperson of Centres/Special Centres,
3. Dean of Students
4. Directors-AIRF/USIC/CIS/R&D/JNIAS/IQAC/International Collaborations
5. Librarian, CMO, In-charge CHS Library, Exim Bank, Asst. Dir (Sports Office), In-charge Engineering, In-charge CLAR
6. PRO/DRs/DFOs, All AOs/ARs, C.S.O
7. PS to VC/Rector-I, II, III, Registrar, FO, CoE, Chief Proctor Office/Presiding Officer-ICC