

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION**

Office of the
Commissioner of Technical Education,
Telangana :: Hyderabad

Circular Memo

Sub:- Technical Education - Academic - Government Polytechnics in the State - Implementation of Bio-metric Attendance(BMA) and adherence to the specified timings in Govt. Polytechnics - Certain instructions - Issued - Reg.

Ref:- 1.CTE's Memo No.H/4408/2015, Dt: 27-05-2015
2. CTE's Memo No.H/4408/2015, Dt: 23-02-2018
3.CTE's Circular Memo No.K3/11029/2015/Vol-II, dt:20-09-2018 & 05-10-2018
4. CTE's Circular Memo No.CTE-ACD1/ACAD/18/2021-ACADEMIC-I, dt:05.03.2021
5.RJDTE surprise visits to various Government Polytechnics

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The attention of the Principals of the Government Polytechnics in the State is invited to the subject and references. In the CTE's Memo 1st cited, it has been decided to conduct classes for Diploma courses offered in I & II shifts in Government Polytechnics to run in parallel timings and in the Memo 2nd cited, the Principals of the Polytechnics have already been permitted to choose any one of the timings from the following options, as per their local conditions:-

- (i) 9:00 AM to 3:30 PM
- (ii) 9:15 AM to 3:45 PM
- (iii) 9:30 AM to 4:00 PM
- (iv) 9:45 AM to 4:15 PM
- (v) 10:00 AM to 4:30 PM

After careful consideration of the timings of Polytechnics in the State and with the feedback received from certain Principals of Government Polytechnics and in order to infuse discipline among the students and staff working in Government Polytechnics, in partial modification of the instructions issued in the Ref. 2nd cited, it is decided to issue further instructions for adherence to registering BMA in Government Polytechnics as follows:-

BMA in-timing shall not be more than 30 minutes later than Institution's start timings and BMA out-timing shall not be more than 30 minutes earlier than Institution's close timings, duly maintaining minimum duration of attendance for six hours/ a day, failing which half-a-day leave will be deducted for not maintaining BMA in-timing / BMA out-timing, as the case may be.

Further, it is to inform that all the Principals / OSDs of Government Polytechnics in the State are hereby instructed to implement scrupulously the instructions issued herein (**which will be effective from 01.05.2022**) and the instructions issued earlier, vide Ref.3rd & 4th cited, duly preparing the pay bills of the staff as per BMA only, with proper leave reconciliation / entries in the Service Registers of the individuals concerned. Further, for any deviation of the above instructions, the Principals / OSDs of GPTs concerned will be held responsible.

The receipt of this Memo shall be acknowledged.

(This has the approval of the Commissioner of Technical Education)

For Commissioner

To

The Principals/OSDs of Government Polytechnics in the State

Copy to: 1. The Regional Joint Director of Technical Education, Hyderabad
2. The Secretary, State Board of Technical Education & Training,
Hyderabad