



स्वामी राघवेन्द्राचार्य त्रिदण्डी आयुर्वेद महाविद्यालय एवं चिकित्सालय

सी. सी. आई. एम. नई दिल्ली द्वारा अनुमोदित, बिहार सरकार से मान्यता प्राप्त
बीठ आरठ एठ बिहार विश्वविद्यालय मुजफ्फरपुर से संबद्ध

Karjara Station, P.O. Manjhouli, Via. Wazirganj, Gaya, Bihar, Pin 824232
Contact no. 9414168696 and 9934432010

Website-www.srtacollege.org

Email Id. swamiraghwacharya@gmail.com

Reference no - 28/11GY/2021

Date -09-11-2021

Office order.....I.I.2/2021

In compliance to the letter no 110013/9/2014/Estt.A.III dated 1st November 2021 of DOPT. It has been decided to resume the biometric attendance of the all level of employees with effect from 9 November 2021. It is the responsibility of the Principle to kindly ensure the followings-

- Sanitizers are mandatorily placed beside biometric machines and all employees santizi their hands before and after making of attendance.
- Physical distancing of six feet must be maintained by all employees while making their attendance . if required additional biometric attendance machines may be installed to avoid overcrowding.
- All the employees shall be required to wear mask all the times including while waiting for attendance.
- All official/staff shall strictly follow the covid 19 appropriate behavior.

सचिव
जिल्हा शासक सचिव अंतर्गत अतिरिक्त सचिव
राज्य शासक सचिव (अंतर्गत) अतिरिक्त सचिव
Venkatesh Prapanhacharya
Secretary, SRTA Ayurveda College

Copy to

- Principal, SRTA Ayurveda College to ensure all the above directions.
- Secretary, Medical Assessment and Rating Board, NCISM for Information.