



YBN UNIVERSITY

Established by the Act of Government of Jharkhand Act 15, 2017
Gazette Notification No. 505, Dated 17th July 2017
As per Section 2(f) of UGC Act. 1956

Ref. No. YBN/UNIV/R/1.165-2024

Dated- 17th February, 2024

OFFICE OF THE REGISTRAR

NOTICE

Administrative Reminder

As per the Competent Authority a gentle reminder with reference to the Letter No. YBN/UNIV/R/569-2023, Date-16th November, 2023 and Letter No. YBN/UNIV/AR (Admin.)/950-2023, Date-05th December, 2023. It is hereby directed to all the Deans/ Principals/ HOIs to submit their respective Daily Attendance Report to email of registrar@ybnu.ac.in / assistantregistrar@ybnu.ac.in / hr@ybnu.ac.in latest by 3:00 pm every day compulsorily.

The attendance of all employees (Teaching & Non-Teaching) will be maintained by biometric record from 9:30 am till 4:30 pm, after three days of Late coming there will be half day deduction in their salary.

The above directives will come in practice with effect from Monday, 19th February, 2024.

Note- This may be treated on the priority basis.



[Handwritten Signature]
17/02/2024

**Assistant Registrar
Administration
YBN University, Ranchi**

**OFFICE OF THE REGISTRAR
YBN UNIVERSITY, RANCHI (JHARKHAND)**

Copy to: -

1. Hon'ble Chancellor/Pro-Chancellor/CEO
2. Hon'ble Vice-Chancellor
3. CFAO/ Director(HR)/IQAC/NAAC/T&P/Incubation Center/NEP
4. All Deans/Principals/HODs/Hols - YBNU/ Chief Librarian-YBNU Central Library
5. Deputy Registrar (Admin)/Asst. Registrar (Admin)/Asst. Registrar (Academics)
6. Proctor/DSW/R&D/COE/PRO/Editor-in-Chief
7. AM (R&P)/ IT Manager
8. Ph.D Cell / Section- For information and Coordination.
9. Research Co-coordinator- For information and Coordination.
10. Registrar Secretariat
11. Director- HR / HRM / Astt.(HR) -For information and Coordination.
12. Public Notice- File

[Handwritten Signature]
17/02/2024

**OFFICE OF THE REGISTRAR
YBN UNIVERSITY, RANCHI (JHARKHAND)**

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