



**OFFICE OF THE PRINCIPAL, CHARAMPA MAHAVIDYALAYA, BHADRAK**  
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Notice No 229/CMV/24 Date 28.08.24

**NOTICE**

It is for the information of the aided staff (Teaching and non-teaching) that they must respect the Bio-matric attendance system. The staff those who are coming to college in first shift, they have to give their finger-print before 7 A.M.; and can depart from the college after giving their finger print after 2 P.M. And the staff those who are coming in the 2<sup>nd</sup> shift, they can give their finger-print before 10 A.M. and can depart from the college giving their finger-print after 5 P.M. However, if any staff member's presence is urgently required by the college authority in connection with urgent college business; he/she must spare surplus time in college as required.

Any deviation from the above principle will be viewed seriously, and if felt necessary, will be brought to the notice of the higher authority, i.e., Regional Director of Education, Balasore.

This notice is very very important; and needs to be immediately carried out.

*P. Nayak*  
Principal 28.8.24  
Charampa Mahavidyalaya,  
Bhadrak  
Charampa Mahavidyalaya  
Bhadrak