

**OFFICE OF THE PRINCIPAL, V. N. (AUTO.) COLLEGE, JAJPUR ROAD**

**OFFICE NOTICE NO. \_\_\_\_\_ / DATE \_\_\_\_\_**

As per the directives from the higher hierarchy, **Surprise Attendance Verification** in respect of the Teaching staff members in this college establishment shall be made on the basis of their Arrival Attendance Registration in the Bio-metric System at any point of time on any working day. The same Attendance Verification Sheet shall be available in the office room of the undersigned for a very short period of time and, the information / notice shall be disseminated in the College Whatsapp Group. The decision for the release of salary for the concerned day (s) shall be taken on the basis of the same Attendance Verification Report.

This is for information of all concerned.

**Principal**  
**V. N. (Auto.) College, Jajpur Road**

**Memo No. 2279(8) / Date 22.08.25**

Copy to Guard file / Principal's Guard file / Staff Common Room / Non-Teaching Guard file / Establishment Section / Asso. Adm. Bursar in charge of Bio-metric (Sri P. K. Mishra) / College Whatsapp Group / College Website for information and necessary action.

**Principal**  
**V. N. (Auto.) College, Jajpur Road**