



**Institute Of Human Resources Development  
Chackai, Thiruvananthapuram-24**

**No. EB3/11631/2019/IHRD (2)**

**Dated, 10.01.2024**

**CIRCULAR**

**Sub:-** IHRD – Implementation of Biometric Finger Print Attendance Management System (Punching system) – further Instructions- issued - reg.

**Ref:-** 1.This office proceedings of even no. dated 02.03.2020 & 13.01.2023  
2.Submission dated 27.12.2023 from Sri.N.G Sreekumar ,Computer Engineer (Hr.Gr)

Inviting attention to the reference cited, Biometric Finger Print Attendance Management System (Punching System) has been implemented in the IHRD Headquarters and all associate institutions from 14.11.2022 and 01.12.2022 for respectively. Sri.N.G Sreekumar in the submission dated 27.12.23 requested this office for the updation / back up of data is essential for the smooth functioning of the software created on completion of one year. The position has been examined and all heads of institutions are directed to complete the following steps in sequence with the coordination of concerned technical persons:

1. Verify that the software tool “Chronobas” is updated to latest patch (Refer <https://apm.ihrd.ac.in/>)
2. Login as admin and download all date from punching machine to software database.
3. Verify that all leaves up to 31.12.2023 is entered in the software and regularizations like “Forgot Punching”, “Duty leaves”, “LWA” etc.. are duly filled in. (This can be done prior to 31.12.2023 also)
4. Verify that all holidays, special local holidays etc... are duly marked using the Holidays Entry Form in the Software.
5. Also verify that “Schedule History” is correctly updated.

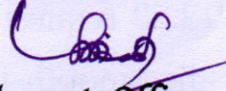


6. Generated a backup of database using the link provided in the software.
7. Copy this file to pen drive /external storage for further use and uploading.
8. You will be informed to upload this data at the website (apm.ihrd.ac.in) later and then keep the data in a secure and confidential manner.

*Sd/-*  
*Dr. V.A. Arun Kumar*  
**DIRECTOR**

**To,**

1. *All heads of institutions (Further clarification if any, necessary shall seek the assistance of Computer Engineer, IT Division)*
2. *P.A to Director for necessary action*
3. *S.F*
4. *O.C*

*Approved for issue*  
  
*Accounts Officer*