



Institute Of Human Resources Development
Chackal, Thiruvananthapuram-24

No. EB3/1631/2019/HRD

Dated, 24.06.2024

CIRCULAR

- Sub:-** IHRD - Implementation of Biometric Finger Print Attendance Management System (Punching system) - further Instructions - issued.
Ref:- This office proceedings of even No. dated 02.03.2020 & 13.01.2023

The Biometric Finger Print Attendance Management System (Punching System) is being strictly implemented in the IHRD (Headquarters) with effect from 14.11.2022 and in all its associate institutions with effect from 01.12.2022, for effective monitoring of attendance of employees. However, it has become necessary that effective monitoring of the attendance management requires backing up of the data thus collected from each institution into a Centralized Repository for safe keeping and future processing. In the circumstances, all heads of institutions are directed to complete the following steps in sequence with the coordination of Nodal Officers in charge of punching system. This process shall be completed on or before 30-06-2024 AN (End of Day).

1. Verify that the software tool "Chronobas" is updated to latest patch (Refer <https://punching.ihrd.ac.in/>)
2. Login as admin and download all data from punching machine to software database.
3. Verify that all cases of sanctioned leave up to 31-05-2024 is entered in the software and remarks like "Forgot Punching", "Duty leave", "LWA" etc. are regularized and duly filled in.
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. Generate a backup of database using the link provided in the software.
7. Copy this file to a pen drive/external storage for further use and uploading.
8. Go to <https://punching.ihrd.ac.in/> and click on "Upload Attendance DB" button.
9. Fill up the upload form and click "Upload" button

Tentative Schedule for uploading.

Sl No.	Type of Institution	Date	Time
1.	Polytechnic Colleges	25-06-2024	10.00am - 01.00 pm
2.	CAS Under Kerala University	26-06-2024	10.00am - 01.00 pm
3.	CAS Under MG University	26-06-2024	01.00pm - 04.30 pm
4.	CAS Under Kannur University	27-06-2024	10.00am - 01.00 pm
5.	CAS Under Calicut University	27-06-2024	01.00pm - 04.30pm
5.	All Engineering Colleges	28-06-2024	10.00am - 01.00pm
6.	MFS, EC, RC, HQ	29-06-2024	10.00am - 01.00pm


Dr. V.A. Arun Kumar
DIRECTOR

To,

1. All heads of institutions
2. P.A to Director for necessary action
3. S.F
4. O.C