



**SANJAY GANDHI POSTGRADUATE INSTITUTE OF MEDICAL SCIENCES,
RAEBARELI ROAD, LUCKNOW- 226014**

e-officeno-1223325/2025

Date: 13-09-2025

Circular

Biometric Attendance system for non-teaching regular SGPGIMS employees was started from 01-Nov-2024 vide Director Office Order e-officeno-379449/2024 dated: 09-Oct-2024. Head of the Departments have been given access to the online biometric attendance portal through SGPGIMS website for viewing daily attendance of the employees of their respective department and for marking their leaves/duty offs. However, it has been observed that only some of the departments as mentioned below are updating leaves/duty offs on the biometric portal:

Anesthesia, Biostatistics and Health Informatics, Dean Office, Engineering (Electrical), Gastroenterology, Neurosurgery, Neurology, Microbiology, Pathology, Biomedical, Transfusion Medicine.

All other departments are requested to start updating the sanctioned leaves of their employees on the portal so that exact availability of employees/officers could be ascertained.

A monthly attendance report of all staff/officers is also being sent to all HOD/Nodal Officers.

This is also to clarify that the official timing of General shift is 9:30 AM to 5:15 PM (Monday-Friday) and 09:30 AM to 01:15 PM (Saturday).

All concerned are requested to extend full cooperation and regularly update leaves/duty offs on biometric attendance portal for maintaining real-time status of all regular employees/officers.

Prof. Vimal K Paliwal
Chairman, Biometric Attendance

Copy to

1. Director, SGPGIMS
2. Additional Director, SGPGIMS
3. Dean/CMS/MS/ER/JDA/JDMM/FO/HOD/Nodal Officer's
4. Mr. Prashant Sharma, Nodal Officer, Biometric Attendance
5. Dr. A.K. Sarkar, BHI with request to kindly upload on website

Prof. Vimal K Paliwal
Chairman, Biometric Attendance