



**SAMBALPUR UNIVERSITY**  
**Jyoti Vihar-768019, Dist-Sambalpur, Odisha**  
(Accredited 'A' Grade by NAAC)

No. 5647/Estt-I

Date. 05/10/2021

**CIRCULAR**

It is for information of all concerned (both teaching & non-teaching working under regular establishment as well as Contractual/ Daily Wages/ Until further order basis in Sambalpur University) that the Biometric data of each employee shall be updated at e-Governance of the University on 07.10.2021 (Thursday).

The Non-teaching and Teaching staff of the University are required to update their Biometric data between 10.00 A.M. to 01.00P.M. and from 02.00P.M. to 05.00P.M. on the scheduled date respectively, without fail.

By order of Vice-Chancellor

Memo No. 5648/Estt-I,

Registrar 5/10/21  
Date. 05/10/2021

Copy forwarded to Director, e-Gov, S.U. for information and necessary action.

Registrar 5/10/21

Memo No. 5649/Estt-I,

Date. 05/10/2021

Copy forwarded for information and necessary action to:

1. Chairman, P.G. Council, Sambalpur University with a request to circulate this circular among all Heads of the P.G. Departments/ Warden, P.G. Hostels, S.U./ All Hostel Suptd.
2. Comptroller of Finance/ Librarian, Prof. B. Behera Central Library/ Director, CDC/ UGC-HRDC/ SUIIT/ DDCE/ PEC, Medical Officer, University Health Centre, Sambalpur University.
3. All Officers/ Section Officers/ OIC, Vehicle/ Convener, USIC/ Programme Coordinator, NSS Bureau/ University Guest House.
4. Principals, L.R. Law College, Sambalpur/ Jyoti Vihar Higher Secondary School, Jyoti Vihar/ Head Master, Jyoti Vihar High School.
5. Secretary to Vice-Chancellor/ P.A. to Registrar, Sambalpur University.
6. 03(Three) spare copies to Estt.-I section.

Registrar 5/10/21