



ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

GOVERNMENT OF KHYBER PAKHTUNKHWA

Block "A", Opposite MPA's Hostel, Civil Secretariat Peshawar

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Dated: 26-10-2018

NOTIFICATION

NO. EMIS/E&SE/1-17/GENERAL/ICT-BAS: The competent authority in Elementary & Secondary Education Department is pleased to notify Additional Director (Establishment), Directorate of Elementary and Secondary Education (E&SE), Khyber Pakhtunkhwa as Focal Person for proper implementation of the Biometric Attendance System (BAS) in DEOs, SDEOs Offices and High/Higher Secondary Schools (male and female) in Khyber Pakhtunkhwa. TORs for the focal person are as under while SOPs for implementation are at **Annex-I**.

TORs for Biometric Attendance System (BAS)

1. Ensure that all BAS devices in DEOs/SDEOs/Schools (male/female) are online.
2. Ensure regular attendance of all the staff at DEOs, SDEOs & Schools hold monthly meetings with all DEOs (male/female) regarding BAS.
3. Establish proper accountability mechanism for ensuring attendance in the DEOs, SDEOs Offices and Schools through BAS.
4. Ensure that all the concerned offices/schools shift their BAS devices to DSL where available. While remaining ensure regular monthly payment of Data SIM charges in time. If the existing Data Sim have weak signals in that area replace to other network Data Sim have strong signals.
5. Arrangement of resources for repair and troubleshooting of the BAS devices at the DEOs/SDEOs/Schools level for smooth functioning of the system.

Secretary to Government of Khyber Pakhtunkhwa
Elementary & Secondary Education Department.

Endst. No. & date even.

Copy for information to the:

1. PS to Secretary, E&SE Department, Govt. of Khyber Pakhtunkhwa Peshawar.
2. PS to Special Secretary, E&SE Department, Govt. of Khyber Pakhtunkhwa Peshawar.
3. PS to Add: Secretary (Estb.), E&SE Department, Govt. of Khyber Pakhtunkhwa Peshawar.
4. Director, Directorate of Elementary and Secondary Education (E&SE), Khyber Pakhtunkhwa Peshawar.
5. Additional Director (Establishment), Directorate of Elementary and Secondary Education (E&SE), Khyber Pakhtunkhwa Peshawar.
6. Director, EMIS, E&SE Department, Govt. of Khyber Pakhtunkhwa Peshawar.
7. All District Education Officer (Male/Female).
8. Dy. Director, EMIS, E&SE Department, Govt. of Khyber Pakhtunkhwa, Peshawar.
9. Master File.


SECTION OFFICER (GENERAL)
EMIS, E&SE DEPARTMENT

