

G2/43563/2010/Coll.Edn

Directorate of Collegiate Education

Vikas Bhavan, Trivandrum

Date : 30/01/2015

**NOTICE**

All Regional Deputy Directors , Govt. College Principals and Hostel Wardens are instructed to send the details in excel format, and the photos and signature in JPEG format for the Biometric ID cards of those who have not yet received the same till 28/01/2015. Since the process of ID Card preparation is to be completed on 10/02/2015, the **details in excel format** and **photos and signature in JPEG format** should reach this office before **06/02/2015**.

While transferring an incumbent from one institution to another the **Nodal officer** should transfer the **employee details** from **TIME TRACE software** to the **institution** to which the officer is transferred, in **24 hours**.

Those colleges that wish to **shift the Biometric machines** from the present location to another should **inform DCE before 06/02/2015**.



**ADDITIONAL DIRECTOR**