PROCEEDINGS OF COMMISSIONER OF SCHOOL EDUCATION
ANDHRA PRADESH
Present: K. Sandhya Rani, IPoS

RC No.152/IT-Cell/2017   Dated: 15.11.2017

Sub: School Education - eHazar - implementation Biometric Attendance to the Students of X class in schools - orders issued - Reg.

Ref :- 1. This office proceedings even no Dated: 08.03.2017
2. This office proceedings vide RC No. 152/IT Cell/2017, Dated 25-07-2017.
3. This office proceedings vide RC No. 152/IT Cell/2017, Dated 24-08-2017.
4. This office proceedings vide RC No. 152/IT Cell/2017, Dated 08-09-2017
5. This office proceedings vide RC No. 152/IT Cell/2017, Dated 1-11-2017

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In continuation to the instructions issued vide reference 5th cited above, all the Regional Joint Director of School Education and District Educational Officers in the state are informed that, there is a tremendous improvement in the biometric attendance of Teachers across the state. We are pleased that on 14-11-2017 1,25,240 (81%) teachers across the state have authenticated their attendance on biometric devices at their school point.

As per the instructions issued at point number 4 of proceedings dated 01.11.2017, the Andhra Pradesh Teachers eLeave System (APTeLS) Mobile Application is developed and released in play store. It will allow to capture/mark the reasons for Teachers' absence - different kinds of leave, on duty (OD), deputation on official work, training, local holiday, etc.

Further, in partial modification of the instructions issued in reference 5 cited above, it is decided to implement 100% Aadhaar enabled Biometric attendance for the X class students similar to teacher attendance from 20th November 2017 onwards.

In the above context, all the Regional Joint Director of School Education and District Educational Officers in the state are instructed to issue necessary instructions to the Dy.Eos/MEOs/ Headmasters on the following:
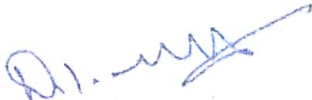
1. Ensure that all the teachers eligible for leave, holiday and on duty should be registered/apply through the APTeLS Mobile App for enabling 100% teacher attendance through eHazar from 16-11-2017
2. The leave needs to be registered by duly entering treasury ID and OTP received on the registered Mobile to avoid any discrepancy.
3. Incase of leave, the teachers need to apply for the same before 9AM of respective day, failing which it will be treated as absent.
4. In case the leave is to cover several days, the same may be noted in the app at appropriate serial.
5. Incase of change in teacher Mobile Number the same has to be updated/registered at respective DyEO/DEO offices. List of invalid teacher Mobile Numbers are available at teacher corner in CSE portal for ready reference.
6. Necessary approvals of this leave application will be enabled in HM/MEO/DyEO logins.
7. Provision will be made for HM/MEO/DyEO in their respective logins to update the availed leaves till date in this year i.e. 2017.
8. The implementation of biometric attendance of X class students should be done effectively. 100% attendance of students isto be captured at the school point on a daily basis as the Biometric attendance of the X class students is mandatory.
9. The student attendance should be marked only during nonpeak hour's i.e during interval/lunch.
10. Depute district nodal persons for the meeting scheduled at Rampachodavaram, East Godavari District on 21.11.2017 for training and clarifications required, if any.

Encl: APTeLS User Manual

Sd/-K.Sandhya Rani.
Commissioner of School Education
AP, Amaravathi

To
All the District Educational Officers in the State
All the Regional Joint Directors of the State
COPY to Apoalint for information and n/a .   //t.c.f.b.o//

SUPERINTENDENT