

GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL
DISTRICT INSTITUTE OF EDUCATION & TRAINING (DIET)
DARRANG, DALGAON, ASSAM
PIN-784116

E-mail ID- dietdarrang@gmail.com

No. DIET/D/Esstt/31/99/ 1267.

Dated: 06/03/2026

Notification

In pursuance of the instruction of the Director, SCERT, Assam and as per notification vide no. DIET/D/Esstt/99/1197-1199 dated 01/01/2026 and the resolutions adopted repeatedly in the staff meetings, it is to be specially mentioned that two times Bio-metric attendance of the Gazetted staff of DIET Darrang is compulsory which is not reflected at present for some members of the Gazetted staff. It is also observed that some members though they present at DIET do not give the Bio-metric attendance and leave DIET before time.

Though the Siksha Setu App is applied for attendance in case of Non-Gazetted staff, their leave and outdoor duty status are not reflected in the App. So concerned members of Non-Gazetted staff are instructed to upload their leave & outdoor duty status in the Siksha Setu App at regular manner as per approval of the Principal.

In order to ensure smooth management of the office, the Head Assistant is to keep the leave and allotted outdoor duty status of the all staff members and the Technician is to keep Bio-metric attendance record as per norms for onwards submission to the competent authority at regular interval.

The matter is treated to be treated as most urgent.

Principal
DIET Darrang, Dalgaon
Date: 06/03/2026

Memo No. DIET/D/Esstt/31/99/ 1267-A

Copy to:

- ✓ The Director, SCERT Assam, Kahilipara, Ghy-19 for information.
- Person concern for information and necessary action.
- Guard file.

Principal
DIET Darrang, Dalgaon