



भारतीय दन्त परिषद
DENTAL COUNCIL OF INDIA
(A STATUTORY BODY CONSTITUTED UNDER THE DENTISTS ACT, 1948)

E-MAIL

No.Z-34018/2/2019-Admin/ 3033-M

Dated the 18th Nov., 2021

To,

✓ The Principal of all Dental Colleges in India
(as per list attached)

Sub.: **OFSAMS Project of Dental Council of India – Installation of Aadhaar based Biometric Attendance Machine in all dental college to monitor the online attendance of Teaching Faculty and PG Students at DCI Office– Regarding**

Sir/ Madam,

In continuation to this office circular letter No.Z-34018/2/2019-Admin/1024 dated 16.07.2021 thereby various instructions/ guidelines has been issued to all dental colleges in India with regard to installation of online Aadhaar based Biometric Attendance Machine under DCI Digital Project of OFSAMS.

2. In this connection, I am directed to request the following points to you to help our Team to complete device installation and user registration at Dental Colleges across India:

- (i) The colleges/institutions are advised to update their existing faculty details on DCI website like mandatory fields viz., Name, Gender, DOB, Aadhaar Number, Designation, Department and Date of Joining/ Year of Joining, if not yet done.
- (ii) Each faculty and PG students must have their registered/ updated mobile number with their Aadhaar.
- (iii) The dental colleges shall ensure the physical presence of their each teaching faculty and PG students at the college for registration in the Biometric Attendance System. A separate intimation will be sent to the college regarding the date of biometric registration process.
- (iv) Availability of Data in respect of each teaching faculties and PG students along with Aadhaar card for the purpose of verification at the time of registration.
- (v) College will provide a convenient space/place with basic infrastructure like table, chair, power supply and internet connection to the Team who carry out the user's registration.
- (vi) College will provide the easy accessible place in the college premises for installing the subject biometric device and the safety of the devices will also be ensured by the College itself. In case, the device installed found physically damaged or theft or in any such case, the expenditure incurred on purchase of the said biometric device as well as installation cost shall be borne by the college itself, failing which appropriate action will be taken by DCI in this regard.

3. This issues with prior approval of the Worthy President of the Dental Council of India. You are also requested to kindly acknowledge the receipt.

Yours faithfully,

(Dr. Sabyasachi Saha)
SECRETARY

C.C.:

1. The President, Dental Council of India
2. Guard File

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