

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE  
EDUCATION  
TELANGANA STATE: HYDERABAD**

**Present: Sri. NAVIN MITTAL., I.A.S.**

<b>Sub:</b>	Collegiate Education – Implementation of Biometric Attendance in all GDCs – Dispensing Physical Attendance Registers – Certain Guidelines – Issued.
<b>Ref:</b>	1. Memo No.5733/UE/2015, Dated: 26.11.2016, of the Spl.Chief Secretary (Education), Govt. of Telangana. 2.CCE Cir.No.01/Biometric attendance/A.Cell/2016,Dated:01.12.2016 3. CCE, Circular Memo File No. CCE-AC/GEN/35/2021-Academic Cell, Dated: 23.01.2021.

Vide reference 1<sup>st</sup> read about, the Government of Telangana has given instructions for marking **Biometric attendance** in all Educational Institutions. Vide reference 2<sup>nd</sup> read above, the Principals of all GDCs were directed to follow the Biometric attendance scrupulously. Vide reference 3<sup>rd</sup> read above, all Teaching / Non-Teaching staff working in Government Degree Colleges were instructed to register their attendance in BMA without fail. However, it is brought to the notice of the Commissioner of Collegiate Education, that certain GDCs are not implementing the Biometric attendance for the various categories of the staff working in their respective colleges.

In this connection, all the Principals/DDOs of Government Degree Colleges in the state are instructed to strictly follow the Biometric attendance. Further, manual/physical attendance registers shall be dispensed with. There shall be no manual/physical attendance registers in any college with immediate effect.

The salary bills of the staff will be claimed based on Biometric attendance only. If any Principal is found allowing physical/manual attendance registers, strict disciplinary action will be taken.

These proceedings should be acknowledged immediately.

Signature Not Verified

Digitally signed by NAVIN MITTAL IAS  
Date: 2021.03.03 12:01:01 IST  
Reason: Approved Collegiate Education

To  
All the Principals of GDCs in the State  
Copy to all the officers of CCE

**PRINCIPAL**  
Govt. Degree College, Bhupalpally,  
Dist: Jayashankar Bhupalpally-506159



**GOVERNMENT OF TELANGANA**  
**COMMISSIONERATE OF COLLEGIATE EDUCATION**

CIRCULAR MEMO No.CCE-AC/ICT/EOFF/2/2018-ACADEMIC CELL

Sub: Implementation of eOffice in all the Government Degree Colleges along with O/o CCETS and O/o RJDCE - Request for submission of digital signature form and other data required for eOffice called for -Reg.

Ref: 1. Rc.No.eOffice/Acad.Cell-ICT/CCETS-2018 off-line note file.  
2. Lr.No. 338/MeeSeva/Secy/ITE&C/2015, dated 31.12.2015 of the Chief Secretary to Government, C-Block, Telangana Secretariat, Hyderabad addressed to the Principal Secretary's/Secretary's to Government, Telangana State, Hyderabad.

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With reference to the subject cited the RJDCE and the Principals of all Government Degree Colleges are hereby informed that eOffice is successfully implemented in o/o CCETS for quick and transparent disposal of files at all levels. It is decided to implement e-office in RJDCE, Warangal and in all the Government Degree Colleges in the State for quick and transparent disposal of files at all levels. All files in RJDCE, Warangal and Government Degree Colleges shall be processed and circulated as e-files through eOffice (<https://eoffice.telangana.gov.in>) within the Government Degree Colleges from **1-12.2018** onwards.

Principals who **do not have** CLASS 3 GOVT 1 YEAR Combo Digital Signature Key (Signature & Encryption) **on their name** are instructed procure the same by filling up the digital signature form online by opening the url: (link) <https://www.e-mudhra.com/RA/PublicIndex.aspx?x=>



YjhURmxVZDdzS1FOYjhmMkYwVGtSdWoydk5kb05POVh= (or by following the steps: visit the web site <http://www.tsts.telangana.gov.in/> and click Digital Certificate -> Online Application Links -> CLASS 3 GOVT 1 YEAR) and fill the details as required. You are requested to take print out of the same duly pasting the passport size photo with signature on photo and at signature of applicant and stamp (official seal). Send DD and hard copies of the above printed form along with self-attested photo copy of AADHAAR card and PAN card to Gajendra Babu PGK, ICT officer, O/o CCETS, 3<sup>rd</sup> Floor, Vidya Bhavan, Nampally, Hyderabad 500001 before **12-11-2018**. The Joint Director, Collegiate Education will sign in the Authorised Signatory (Sign and Seal) for the Principals' DSC form. Demand Draft worth Rs. 2,500/- to be purchased in favour of MD, TSTSL for CLASS 3 GOVT 1 YEAR.

Further the RJDCE, Warangal and all the Principals shall procure the CLASS 2 GOVT 2 YEARS DSCs (Digital Signatures Certificates) from TSTSL for the staff (AO/ Superintendent etc.) who are involved in file movement opening the following url(link): <https://www.emudhra.com/RA/PublicIndex.aspx?x=SUIIS3djQ25MYXUzSTNLMDJyYURsK1lIMStvVWltV3A=> (or following the steps: visit the web site <http://www.tsts.telangana.gov.in/> and click Digital Certificate -> Online Application Links -> CLASS 2 GOVT 2 YEARS) and fill the details as required and send the DD and printed copy along with attachments as mentioned above. The Principal will sign in the Authorised Signatory (Sign and seal) for A.O.s' and Superintendents' DSC form. Demand Draft worth Rs. 1,200/- to be purchased in favour of MD, TSTSL for CLASS 2 GOVT 2 YEARS.



The college can meet the expenditure required for procurement of **Digital Signatures and Keys** from the available college funds/ budget. The Principals can immediately draw from the college funds and reimburse from budget later to avoid delay. **The Principals of Government Degree Colleges are authorised to meet the amount from available college funds / budget in this regard.**

The Principals of all the Government Degree Colleges are also requested to furnish the data as per the format in the Annexure-I (Government Degree Colleges and Principal data) and Annexure-II (Teaching and Non-Teaching staff-except office subordinates) through the mail to [itofficer-cce@telangana.gov.in](mailto:itofficer-cce@telangana.gov.in) before 12.11.2018.

All the communication to the O/o CCETS from RJDCE, Warangal and Government Degree College shall be in digitally signed form from 01.12.2018 onward. The RJDCE and Principals of GDCs are informed to send/ forward eOffice files to **KRISHNA REDDY KANDA KATLA--JA1(TPL-KKR)-CCE--TAPPAL-INWARD-OUTWARD-CCE** from eOffice web portal <https://eoffice.telangana.gov.in>.

TSTSL DSC Help Desk Number: 9177769764.  
CCETS ICT Officer Contact Number: 7660020740.

Signature Not Verified  
Digitally signed by NAVIN MITTAL  
IAS  
Date: 2018.11.06 12:18:02 IST  
Reason: Approved

Commissioner, Collegiate Education

To:  
The Principals of all GDCs in the state  
The RJDCE, Warangal.

  
**PRINCIPAL**  
Govt. Degree College, Bhupalpally,  
Dist: Jayashankar Bhupalpally-506182



Respected Principals of all the GDCs.

You are informed that,

1. Please don't download the eMudhra DSCs from online.
2. Whatever SMS you get regarding eOffice/Govt. Mail ID from eMudDSC and NICSMS, please forward the same to [itofficer.ccets@gmail.com](mailto:itofficer.ccets@gmail.com) and [gdcg.tgce@gmail.com](mailto:gdcg.tgce@gmail.com).
3. Please don't do any thing regarding this until further guidance from O/o CCETS.
4. O/o CCETS is planing to conduct demonstrating cum hands on training with regard to eOffice, AEBAS Biometric Attendances & Vijaya Bank to all the GDCs in the state.
5. You are also requested not to visit O/o TSTSL, HACA Bhavan, for submission and collecting for eMudhra DSCs.
6. Some of the Colleges still have not submitted eMudhar DSCs forms with documents to the O/o CCETS for implementation.
7. You are requested to send the forms soon to O/o CCETS by 10.12.2018.
8. Please do inform the staff (involved in file processing) to join in the eOffice-GDCs-TS Kaizala Group for guidance.

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ICT Officer,  
Commissionerate of Collegiate Education,  
Hyderabad,  
TELANGANA, INDIA.  
+91 76600 20740

  
**PRINCIPAL**  
Govt. Degree College, Bhupalpally  
Dist: Jayashankar Bhupalpally-506101

**GOVERNMENT OF TELANGANA**  
**COMMISSIONERATE OF COLLEGIATE EDUCATION**

Date: 26.11.2018.

Principals of all the GDCs are hereby informed that, for eoffice DSC mudra the following are the guidelines while purchasing the DDs.

For Principal (Class 3 Govt. 1 Year) DD – 2,500/-

For Other Non-teaching Staff (Class 2 Govt. 2 Years) DD -1,200/- shall be purchased separately as the DSCs category is different.

Send the details in below format who **already filled** online application forms and also **who are going to fill** the application to itofficer.ccets@gmail.com.

Name of the College	Name of the Applicant	Application ID No. (will be available on left top corner of online filled form)	Challenge Code (to be given by the college at the time online form filling up)	Mobile No.

Challenge Code: Should be "12345678" for all the colleges.

Applicant shall fill their actual name at Common Name.

Applicants shall fill their actual personal mail ID and mobile.

Applicants shall compulsory write their alternative mail ID /mobile on the online printed eMudra form with pen.



Principal should not sign at Authorized Signatory for the Principal application form and on letter of ID proof and Joint Director will sign on the Principals' form and letter of ID proof.

Principal shall sign at Authorized Signatory (sign & seal) for the all the non-teaching staff (like. A.O./ Superintendent/ Senior Assistant/ Junior Assistant and others who are involved in file processing) application form and on letter of ID proof.

Org. ID Number on the Letter of ID Proof by the Organization is employee ID (treasury ID).

Demand Draft shall be purchased infavour of **"M.D., TSTSL, Hyderabad"** only.

Employee ID should be mentioned on the employee Pay Slip (from treasury web portal)

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Details on the back side of the DD (Principal DD): as below

- a. Name of the Applicant (Name of Principal)
- b. Address: GDC, \_\_\_\_\_
- c. Designation: Principal
- d. Mobile Number of the Principal
- e. Department: Collegiate Education

Details on the back side of the DD (Non-teaching DD): as below

- a. Name of the Applicant (Name of the A.O./Superintendent/ Senior Assistant/ Junior Assistant/ any other staff who are involved in file process)
  - b. Address: GDC, \_\_\_\_\_
  - c. Designation: Principal
  - d. Mobile Number of the Principal
  - e. Department: Collegiate Education
-



All the applicants will receive SMS text from **AD-eMuDSC** as "Thanks for choosing **eMudhra**. Your DSC application has been approved. Please use below details to download DSC Application No: (7digit number) Challenge Code: (which is entered by the college at the time of filling the application form)"

Every applicant will get the above text message regarding DSC Token from eMudra. You are requested to preserve /save this text message and send to the *itofficer.ccets@gmail.com* mail ID or forward the same SMS to 7660020740 or 7660009437 along with your name, designation and name of the College.


Every Principal or any other should apply only one DSCs (digital Signature), if the principal is regular principal to one college and FAC/IC principal to other colleges, in such case only one DSC eMudra should be applied in the regular college.

The covering letter should be addressed to "**The Commissioner, Collegiate Education, Academic Cell, Hyderabad**".

**PODILA BALA  
BHASKAR**

Digitally signed by  
PODILA BALA BHASKAR  
Date: 2018.11.26  
06:27:38 -08'00'

For commissioner of collegiate education.

  
**PRINCIPAL**  
Govt. Degree College, Bhupalpally  
Dist: Jyeshthapur Bhupalpally-506162