

**PROCEEDINGS OF THE PRL.DIST. & SESSIONS COURT,**  
**UTTAKA KANNADA.**

**CIRCULAR**

DATE 08.04.2025.

As per directions of the Hon'ble High Court of Karnataka, Bengaluru, the Bio-Metric attendance devices have been installed in all the court of Uttara Kannada Unit. Hence, all the officials are mandatorily required to mark their attendance in the Bio-Metric device with out fail.

The officials working in Uttara Kannada unit are therefore hereby directed to mark their attendance in Bio-Metric device and also in the manual attendance register regularly. Further, the officials shall follow the following guidelines to mark their attendance in the Bio-Metric device.

1. The officials shall mark attendance before 10 am. by thumb impression or face capture in the morning session( the device will take the attendance from 9 am to 10 am only).
2. Only in case of exceptional circumstances, the officials shall mark their attendance within the grace time i.e., up to to 10.10 AM and if they fail to mark their attendance within the grace time then the device will treat their attendance as absence for the first half.
3. The officials shall mark their attendance after 6.00 pm by thumb impression or face capture in the evening session. If the officials failed to punch in the evening sessions, the device would take their attendance as no out punch, which means the official is absent during the second session.
4. The officials shall punch their thumb or face capture for once in the morning session and once in the evening session.
5. All the CMO's of concerned Courts of this unit are directed to instruct the process Nazir to maintain the duty register of process branch and if the officials are on beat duty to serve process/warrant then such officials shall mark their attendance at 6.00 PM in the evening session (Out Punch) in the Bio-Metric

device and make necessary entries in the Bio-Metric software regarding their duties. On other days ( i.e., Except beat days ) the process branch officials have to mark their attendance in the morning at 10.00 AM (In Punch) and in the evening at 6.00 PM (Out Punch) as applicable to other court officials.

6. All the concerned Courts CMOs are directed to cross check the daily attendance report(Bio-Metric report) for verification with manual attendance register daily.
7. All the concerned CMOs are directed not to allow the officials to sign in the manual attendance register who attend the office after grace period as in Bio-Metric report, their attendance is shown as absent. Hence, obtain the half day CL from the concerned official, as per rule of 106-A of KCSRs.
8. The officials who have applied the first half day CL shall punch their attendance in the device at 2.00 pm. if failed to punch at that time the device would again take their attendance as absent for second half also.
9. All the concerned CMOs are directed to update all the types of leaves/OOD of the officials everyday in the Bio-Metric software.
10. The CMO's shall take the print out of the monthly attendance Bio-Metric report from the software and take signature of the Officer.



Prl.District & Sessions Judge,  
Uttara Kannada, Karwar.



**Copy to:**

1. 1<sup>st</sup> Addl.District & Sessions Judge, U.K, Karwar sitting at Sirsi.
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