



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR 16C, DWARKA, NEW DELHI

**OFFICE OF THE REGISTRAR**

No.GGSIPU/Registrar/Misc./2014/5608

Dated: 27/05/14

## **OFFICE MEMORANDUM**

In order to ensure punctuality and discipline and promote healthy work culture in all the institutions / departments of Govt. of NCT of Delhi, it has been decided by the Hon'ble Lt. Governor of Delhi that bio-metric attendance system shall be installed in GGSIP University also. All non-teaching staff and officers of the University are hereby required to follow the bio-metric attendance system.

2. Three machines of bio-metric system have been installed in the 'A' Wing of Administrative Block and Accounts Branch of GGSIP University and shall cover all officers and non-teaching staff, including but not limited to the following:-

Sr. No.	Recommended Group
(i)	VC, Registrar, All the officers and staff of VC office, Registrar office, Advisor's office, Director's office (s), Admission, Academic coordination, Affiliation, RTI & Legal, Personnel Branch, Coordination, GA, Store Branch and All the officers and staff of Examination Division
(ii)	All the officers and non-teaching staff of University School of Studies, CEPT, CDMS, UCITIM, Accounts, Purchase, SDC, UWD, UIRC and also all the teaching faculty holding the administrative posts.

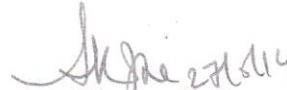
**Note:** Though location of the bio-metric machine has recommended for different group, but all the machine shall accept the finger impression of all the employee.

3. All administration and accounts / finance functionaries are also required to take note and utilize the bio-metric system for maintaining the record of attendance in coordination with UCITIM. For those on shift duty, data shall be maintained accordingly.

4. The biometric system should also be utilized for recording the attendance of all staff of outsourced agencies as per their assigned duty shifts.

5. UCITIM has been entrusted to do the registration of finger impression of all the employee and maintain the data. Incharge (Personnel) shall send a copy to UCITIM of any new joining for maintaining database in the university server.

6. These instructions shall be adhered scrupulously by all concerned.

  
(Sanjay Kumar Jha)  
Registrar

### Copy to:

1. Principal Secretary (Higher Education), Delhi Secretariat, Delhi
2. Director (Higher Education), Delhi
3. All Deans, University Schools of Studies
4. Controller of Finance
5. Controller of Examinations (P)
6. Controller of Examinations (O)
7. All Directors
8. Librarian
9. Superintending Engineer
10. All Branch Incharge
11. Incharge – Server Room – for uploading the same on the University website.
12. AR to the Vice Chancellor – for kind information of the Hon'ble Vice Chancellor
13. Assistant Registrar, Registrar's Office – for information.
12. Guard File