



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
DWARKA, NEW DELHI-110 075
(General Administration Branch)

F.No. GGSIPU/GA/2013-14/1808

Dated: ~~10/01/2013~~
15/01/2013

OFFICE ORDER

Subject: Regarding installation of Biometric Machine

Biometric machine have to be installed outside the window of Dak Diary Dispatch Section, ground floor, B-wing of Administrative Block. The controlling officer of security personnel, sanitation staff and contract employees through outsource agencies are directed to give the data of these staff in the GA Branch and direct them to mark their attendance on Biometric Machine w.e.f. 01/02/2013.

The data entry of the above said staff is to be completed by 25/01/2013 in the GA Branch. Mr. Kamal Dhiman (GA) and Mr. Amardeep Singh (TA) will coordinate for the data entry.

(Dr. Bhaskar P. Joshi)
Registrar

Copy for information and necessary action to:

1. AR (Security)
2. Incharge (Personnel)
3. Dealing Assistant
4. Sanitation Supervisor (Sanitation Agency)

S. Chairman UCITIM

Copy for information to:

1. P.S. to Hon'ble Vice-Chancellor
2. P.S. to The Registrar.
3. P.S. to C.O.F.

Pankaj Agrawal
Deputy Registrar(GA)