



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110075

## OFFICE OF THE REGISTRAR

IPU/ Registrar/2014-2015/

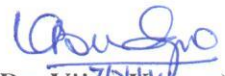
Dated: .

### OFFICE ORDER

In continuation to O.M. even no. dated 27.05.2014, to comply with the directions of Hon'ble LG, Govt. of NCT of Delhi, to ensure punctuality, discipline and to promote healthy work culture in all the institutions / departments of GNCT of Delhi by introducing Biometric Attendance System, it is requested that all the employees (refer to OM dated 27.05.2014) who have so far not registered their finger impressions on the Biometric machine, may do so at UCITIM, Room No-D-412 (Server Room) as per the following scheduled dates:

S.No.	Date	Day	Time
1.	07/07/2014	Monday	10:30 A.M.-04:30 P.M.
2.	08/07/2014	Tuesday	10:30 A.M.-04:30 P.M.
3.	09/07/2014	Wednesday	10:30 A.M.-04:30 P.M.
4.	28/07/2014	Monday	10:30 A.M.-04:30 P.M.
5.	29/07/2014	Tuesday	10:30 A.M.-04:30 P.M.
6.	30/07/2014	Wednesday	10:30 A.M.-04:30 P.M.

For any query, please co-ordinate with AR, UCITIM at 011-25302745.

  
(Dr. Vijay Kumar)  
Assistant Registrar (UCITIM)

Copy to:-

1. Dean USBT
2. Dean USLLS
3. Dean USMS
4. Dean USBAS
5. Dean USAP
6. Dean USEM
7. Dean USHSS
8. Dean USICT
9. Dean USE
10. Dean USMC
11. Dean, USET
12. Dean, USPM&MS
13. Director Research & Consultancy
14. Director Centre for Disaster Management Studies
15. Director Legal Aid Cell
16. Director Organization & Development
17. Director Academic Affairs
18. Director Project Monitoring Cell
19. Director International Affairs
20. Director Students Welfare
21. Director Co-ordination
22. Controller of Finance
23. Controller of Examination
24. Librarian
25. Chief Engineer
26. Chief Warden
27. JR (Affiliation)

28. JR (Pers.)
29. JR (Admission )
30. JR (Academic Co-ordination & Student Support)
31. JR (Co-ordination)
32. DR (Estate & Security)
33. DR (Gen. Admn.)
34. DR (Pur)
35. In-charge(Store)
36. Chairman UCITIM (with request to upload the same on University website)
37. PRO
38. Warden Boys Hostel
39. Warden Girls Hostel
40. Dispensary
41. AR, VC Sectt for kind information of Hon'ble Vice Chancellor
42. PS to Registrar
43. Office Copy
44. Guard file

**(Dr. Vijay Kumar)**  
Assistant Registrar (UCITIM)