



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI

No.GGSIPU/Registrar/Msic./2014/ 09-D

Dated: 21-02-14

CIRCULAR

It is brought to the notice of all concerned that a Biometric Machine / attendance marking system has been installed at 'B' Wing, Administrative Block. The following are the instructions for all concerned officials / personnel / employees of all categories working at University for strict compliance:-

- i) Marking of attendance by all non-teaching staff of all categories working at GGSIPU is mandatory. This requirement may be complied with strictly. Instructions for faculty could be considered separately.
- ii) It is the responsibility of every official and their respective Controlling Officers, working at GGSIPU to ensure that every one gets his data recorded in the Biometric Machine.
- iii) Each controlling officer must ensure that data of the official in Biometric Machine has been recorded from the date of joining and similarly deleted from the Biometric Machines on the date of relieving.
- iv) Attendance will be marked in Biometric Machines as per following guidelines:-
 - a) Any officer / officials / employee will be considered present in the office only after marking attendance on Biometric Machine.
 - b) Every employee is expected to be in seat and start work at the prescribed office hours (09:00 am to 05:30 pm).
 - c) Fifteen minutes grace may be allowed in respect of arrival time to cover any unforeseen contingencies but it should not be a habit.
 - d) Half-a-days casual leave should be debited to the Casual Leave account of the employee for each late attendance but late attendance upto an hour, on not more than three occasions in a month, may be condoned if this is due to unavoidable reasons. Suitable disciplinary action may be taken against the Govt. Servant concerned in addition to debiting half a day's casual leave if he is persistently habitually attending late.
 - e) The case of an employee who leaves the office early without permission before the time for closing of office should also be treated like late attendance and half-a-day's

casual leave should be debited to the CL account for each earlier departure from duty.

- f) If an official who has no casual leave to his credit comes late without sufficient justification and the administrative authority concerned is not prepared to condone the late coming but does not, at the same time, propose to take disciplinary action, it may be informed to the official that it will be treated as unauthorized absence for the day on which he has come late and leave it to the official himself either to face the consequences of such unauthorized absence or to apply for Earned Leave or any other kind of leave due and admissible for entire day. The same may be sanctioned by the Competent Authority.

Further, **Sh. Devender Singh, Section Officer, GA Branch** will be the custodian of the Biometric Machine. He will be responsible for the safety, proper functioning and security of the machine. It shall be the responsibility of the custodian to identify and report the name of any official/employee who wilfully damages the Biometric Machine. Penalty should be imposed on any such person by the Controlling Officer. The penalty should be sufficient to receive the cost of damage to the machine. In case of any fault/break down in the machine, the custodian should immediately inform the concerned firm for immediate repair of the system. Further, the custodian will maintain a log book on the following format to register the date and time of machine becoming non-functional and the date and time of its repair and rectification by the representative of the firm:-

S. No.	Date	Break down time	Reporting time to the firm	Date and time machine made functioning	Total down time (total time machine was not functioning)	Remarks	Signature
1	2	3	4	5	6	7	8

The custodian of the machine shall submit a monthly report on the non-functional Biometric Machine to the concerned controlling officer.

Further, **Sh. Vijay Kumar, Assistant Registrar** is hereby appointed as **Nodal Officer** for the purpose. The designated Nodal Officer will be responsible for registration and de-registration of employee on Biometric Machine. He shall take a print out of the attendance report recorded in Biometric System fortnightly and send the same to the Administrative Officer on the next working day, specifically highlighting the Late comers/Early goers and absentees.

The AR (Personnel), Sh. Manoj Bhatt, GGSIPU will supervise the said attendance report generated through the Biometric Machine at the end of every month and shall prepare a Monthly Leave Statement (MLS) in respect of those employees whose absence has been marked due to late/arrival/early departure. This MLS will be submitted to the higher authorities for deducting leave from the leave account. The following is the format of MLS.

S. No.	Name	Designation	Late arrival/Departure date & time	Late/early (minutes/hours)	by	Leave deducted & kind of leave
1	2	3	4	5		6

The movement register should be maintained by every Branch Incharge which should be produced at the time of surprise checks. The movement register should be seen by a higher rank / senior officer.

The issues with the prior approval of the Competent Authority.


(Ranjana Deswal)
Registrar

Copy forwarded to the following for information:-

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