University Centre for IT Services &Infrastructure Management
Guru Gobind Singh Indraprastha University

Circular

Dated: 29/04/14

All the employees of the University are requested to register their finger print impression in Biometric Management software as per the following schedule in Server Room in room no. D-412

Dates	Departments	Timings
01/05/14 (Thursday)	Academic Coordination,	11:00 - 11:30AM
	Affiliation Branch,	11:30 - 12:00PM
	Examination Branch,	12:00 - 1:00 PM
	Coordination Branch	01:30 -2:30 PM
	Accounts Branch,	02:30 -3:30 PM
	Admissions Branch,	03:30 - 4:00 PM
	Planning policy & RTI,Legal	04:00 - 4:30 PM
	Stores Branch,	04:30 - 5:00 PM
	Estate & Security Branch	05:00 - 5:30 PM
02/05/14 (Friday)	Registrar Office,	11:00 - 11:30AM
	V.C. Secretariat,	11:30 - 12:00PM
	DSW,	12:00 - 1:00 PM
	UCITIM,	01:30 -2:30 PM
	UWD,	02:30 -3:30 PM
	Purchase Branch,	03:30 - 4:00 PM
	Personnel Branch,	04:00 - 4:30 PM
	General Administration Branch,	04:30 - 5:00 PM
	SDC,	05:00 - 5:30 PM
05/05/14 (Monday)	USCT,	11:00 - 11:30AM
	USIT,	11:30 - 12:00PM
	USBAS,	12:00 - 1:00 PM
	Director- IIIC,	01:30 -2:30 PM
	Director- Centre for Governance	02:30 -3:30 PM
	Library,	03:30 - 4:00 PM
	PR Section,	04:00 - 4:30 PM
	USLLS, USH &SS	04:30 - 5:00 PM
	Chief Warden, Wardens	05:00 - 5:30 PM
06/05/14 (Tuesday)	USMS,	11:00 - 11:30AM
	USMC,	11:30 - 12:00PM
	USEM,	12:00 - 1:00 PM
	USE & USBT	01:30 -2:30 PM
	Director of International Affairs,	02:30 -3:30 PM
	Director of Academic Affairs,	03:30 - 4:00 PM
	COE- Planning,	04:00 - 4:30 PM
	Director- Development,	04:30 - 5:00 PM
	Director Research & Consultancy	05:00 - 5:30 PM

All the employees are required to fill up the requisite format of registration as per attachment.

This issues with the approval of Registrar

Chairman, UCITIM

Copy to:

1. The Hon'ble VC for kind information pl.
2. The Registrar
3. All Deans/ Directors/ Branch Heads with a request to circulate the schedule among all the employees
4. Server Room for uploading on University Website
5. Office Copy
6. Dr. Vijay Kumar

AR, UCITIM

University Centre for IT Services & Infrastructure Management
(Guru Gobind Singh Indraprastha University)

Format of Registration for Biometric Attendance System

Employee Code : _____

Employee Name : _____

Department / School : _____

Designation : _____

Grade : _____

Category : _____
(Academic / Administrative)

Employment Type : _____
(Permanent/Contract/ Outsourcing)

Gender : _____
(Male/Female)

Date of Joining : _____
(in the university)

Date of Confirmation: _____

ID Card Number : _____

Signature: _____
Name: _____
Mobile no: _____
Email_id : _____

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(For Official Use)

Assistant Registrar, UCITIM