

Delhi Urban Shelter Improvement Board
Computer Section

No. Comp/Dir/DO II-II/2018/383
Circular

Date: 13/2/2018

Sub : Registration for Bio-metric attendance monitoring.

Aadhaar based Bio-metric machines have been installed at various offices for marking the attendance and instructions have been issued for all employees of DUSIB to register their names and mark the attendance on these machines.

This is, however, has been observed that a majority of staff who get transfer to different section does neither get their name deleted from bio-metric record of pervious section nor get registered at new section.

In view of this, it is hereby informed that all the employees should get their name registered, if not already done, at their place of posting by way of filling the form attached herewith and submitting the same to computer section.

All sectional Heads of respective Sections/Divisions are requested to ensure that all the employees working under them are registered for bio-metric attendance.

Note : Form for filling the details is also available on DUSIB website.


13/2/18
Dy. Director (IT)-II

Copy for kind information to

1. Director (Land)
2. Pr. Dir (Admin)
3. Cell BFO
4. Director (Housing)

Distribution :

1. All DDs
2. DCA - I/II/III

