## Delhi Urban Shelter Improvement Board Computer Section

No. Comp. Der. DO ED-11 2018 12-383
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 biometric 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 biometric attendance.

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

Dy. Director (IT)-II

Copy for kind information to

- 1. Director (Land)
- 2. Pr. Dir (Admin)
- 3. ŒII,₿FO
- 4. Director (Housing)

## Distribution:

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

## Adhaar Based Attendance System Employee Registration Form

Em	ployee Name :- [_][_][_][_][_][_][_][_][_][_][_][_][_][
Des	signation: -
Dat	e of Birth: - [_][_]-[_][_][_] Gender: - [Male][Female][Other]
Adi	naar Number - [][] - [][_] - [][_]
Ema	
	ernate :- [_][_][_][_][_][_][_][_][_][_][_][_][_][
Мо	bile Number: - [_][_][_][_][_]
Org	anisation Name: - <u>DUSIB</u>
Emį	ployee Type: - Regular/DW/ WC
Divi	sion Unit within Organisation (Section):
Offic	ce Location :-
	Paste Photo
	Sign of the Staff/Offcials With date
	f any correction is to be incorporated in the data the same may be made in the pital Letters.