

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(Administration Branch)

NO.GA/1075/1/Admn./2016/D- 779

Dated :- 19-10-2022

CIRCULAR

1. Bio Metric Machines have been installed in the following places/ office premises for Monitoring Attendance;


| | | |
|----|--|--------|
| 1. | DUSIB (Head Quarter) Punarwas Bhawan | 01 No |
| 2. | DUSIB (Head Quarter) Vikas Kuteer | 02 Nos |
| 3 | C-10 Office Complex Inder Lok | 01 No |
| 4. | Maharani Bagh Office Complex | 01 No |
| 5 | E- 1 Office complex Raghbir Nagar | 01 No |
| 6 | Raja Garden Office complex | 01 No |
| 7. | R. P. Bagh Office complex | 01 No |
| 8 | Rajnet ^{Rajnet} Nagar Office complex C- 4 Division | 01 No |
| 9 | C-8 Office complex Seema Puri | 01 No |

2. The above machines are on test run for a period of 15 days. During this period if any discrepancies about Name and Designation or any left out staff/ officials is noticed, the same may be intimated to IT Section for rectification of the same.

3. All sectional Heads should ensure that all staff under their control should mark their attendance in the BIO-MERTRIC DEVICE daily in the Morning and Evening. Further during this period the physical attendance marking in the Attendance Register will continue.

4. The responsibility of Watch & Ward of Bio-Metric-Device will be on part of concerned Executive Engineer/Superintending Engineer in respect of SI No 3 to 8 above.

This issues with the approval of Competent Authority.


19/10/22
(RAJENDER KR. GOSAIN)
DIRECTOR (ADMN.)

DISTRIBUTION:-

1. All Concerned ^{DD (System)}
2. Notice Board

Copy forwarded for kind information to :

P.S. to CEO(DUSIB)

Diary No. 1119
Date 20/10/22
Computer Division (DUSIB)
Govt. of NCT of Delhi