

VALLABHBHAI PATEL CHEST INSTITUTE  
UNIVERSITY OF DELHI  
DELHI-110 007

VPCI/Admn.II/Misc./Circular/2023/ 954

10 August, 2023

CIRCULAR

It is observed that some of staff of various departments are not marking their attendance in the biometric attendance machine regularly. Due to this, the Competent Authority has taken a serious view of this and directed that all employees (permanent & contractual) are to mark their attendance in the biometric attendance machine. Therefore, it has been decided that:-

1. Head of the Department are to advice their employees posted in their departments to mark their attendance using biometric without fail.
2. All the employees are informed that Institute is going to attach the biometric attendance data with the preparation of pay of all employees in future.
3. JE (Civil) shall ensure that the biometric machine remain function at all time.
4. In case of machine is not working/the employees not able to mark their attendance shall immediately inform in writing to the Administration Section.
5. The Administration Section shall periodically monitor the marking of attendance to ensure punctuality and also sensitize the employees of the Institute to adhere to the instructions relating to office hours, late attendance etc. Habitual late attendance and early leaving of office will be viewed seriously and shall be dealt under the extant rules of the Institute.

Therefore, all employees of the Institute are advised to mark their attendance on the biometric attendance machine regularly.

This is being issued with the approval of the competent authority.

  
Assistant Registrar (Admn.II)

To

All HODs/Section Head - Please circulate it among the all employee (permanent & contractual) working in their departments.

Copy to:

- > PS to Director
- > PA to Deputy Registrar
- > Assistant Registrar (Admn.I)
- > Assistant Registrar (Admn.II)
- > Website Division - for uploading on the Institute's website portal.
- > Master copy