



VALLABHBHAI PATEL CHEST INSTITUTE

University of Delhi,
Delhi - 110 007

Ref. No. VPCI/Admn.II/Misc./2022/1133

Date: 20.09.2022

CIRCULAR

Sub:- Resumption of Biometric Attendance.

In reference to the DoPT O.M. No. 11013/9/2014- Estt.A.-III dated 01.09.2021 and University of Delhi Office order no. Estab.II(i)/330/COVID-19/m/2020/351 dated 31st March, 2022, the Competent Authority, VPCI has decided to resume the Biometric Attendance. Therefore, all the employees of the Institute including Temporary staff, Contractual Staff, Outsourcing staff, Project Staff, etc. are requested to provide their biometric details to the J.E. (C), VPCI within a week on issuance of this circular.

Further, all the employees are directed to mark their attendance on Biometric Devices installed at the various points of the Institute w.e.f. 01.10.2022 and follow the following precautionary measures to contain the spread of COVID-19 virus:-

1. All employees sanitize their hands before and after marking of attendance.
2. Physical distancing of six feet must be maintained by all employees while marking their attendance.
3. All employees shall be required to wear mask/face covers, at all times, including while waiting to mark their attendance.
4. All employees shall strictly follow the COVID appropriate behaviour, at all times, in offices.

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


Deputy Registrar

To,

All the HODs/Sectional In-charges,
VPCI.

Copy to:-

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| ➤ P.S. to Director | - | for information to the Director |
| ➤ Dr. Nitin Goel, | - | for information |
| Assistant Professor & Nodal Officer (COVID-19) | | |
| ➤ J.E. (Civil) | - | for making necessary arrangements |
| ➤ Website Division | - | for uploading into the website. |
| ➤ All Notice Boards | | |
| ➤ Master Copy | | |