

VALLABHBHAI PATEL CHEST INSTITUTE  
UNIVERSITY OF DELHI  
DELHI-110 007

VPCI/Admn.II/Misc./Biometric/2026/348

26 May, 2026

CIRCULAR

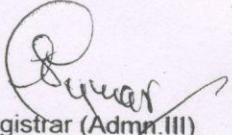
Pursuant of the Biometric Attendance VPCI's circulars no.VPCI/Admn.II/Misc./2022/1133 dated 20.09.2022 and No.VPCI/Admn.II/Misc./Circular/2023/954 dated 10.08.2023, it has been observed that most of the employees of the Institute are adhering to the office timings i.e. 9:00 a.m. to 5:30 p.m., ensuring 8 hours and 30 minutes of work per day including a lunch break of 30 minutes (preferably between 1:00 – 1:30 p.m.), however a few employees are not maintaining punctuality while coming to the office and even leave the office before the stipulated time.

Habitual late attendance is being viewed as conduct unbecoming of a Government Servant. Therefore a serious view has been taken about such lapses on the part of the employees by the Competent Authority and it has been decided that:

- i) **Employees are required to mark their attendance in the biometric attendance system on 9:00 a.m. positively.**
- ii) **Employees marking their biometric attendance after 9:10 a.m., but not later than 9:30 a.m. must complete the full 8 hours and 30 minutes to work by extending duty in the evening of the same duration.**
- iii) **Attendance marked beyond 9:30 a.m. will attract deduction of half day/one day leave, as applicable, from his/her leave account.**
- iv) **Adherence to office hours remains mandatory to maintain discipline and operational efficiency. Failing which disciplinary action will be taken as per rules.**

All employees are, therefore, directed to ensure full compliance with biometric attendance and strict adherence to attendance and punctuality requirements failing which appropriate action will be taken as per rules.

This issues with the approval of the Competent Authority.

  
Assistant Registrar (Admn.III)

Copy to:

- PS to Director – for information to the Director
- PA to Deputy Registrar – for information to the Deputy Registrar
- All Head of the Departments/Sections/Library – to circulate among the staff and to make ensure full compliance and strict adherence and punctuality requirements.
- Assistant Registrar (Admn.I / II)
- Assistant Registrar (A/cs)
- Junior Engineer (Civil), Maintenance Cell – to ensure the biometric machines remains function at all time.
- Website Division – for uploading on the Institute's website
- Notice Boards
- Master Copy