



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. Of NCT of Delhi"
SECTOR-16 C, DWARKA, NEW DELHI-110078



No.F.1(6)(22)/2024/Estt.(N.T.)/ 7375

Dated the 13th November, 2024

ORDER

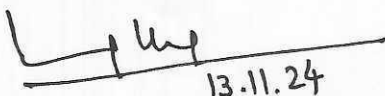
Attention of all the employees of this University (Non-Teaching) is drawn to the Order dated 07.05.2024 of even number, vide which, it has been made compulsory to have the attendance of all the employees of the University below Pay Level 14 as per 7th CPC through face recognition attendance machine. This was followed by another order of even number dated 21.10.2024, whereby all the employees were directed to record their attendance mandatorily through the above stated mode.

The primary orientation and objective behind the above order was to ensure the punctuality among the employees of the University and to create responsiveness in their working. However, despite the above said order followed by another order dated 21.10.2024, it has been observed that the response to the order is lukewarm. Many of the non-teaching staff are still not adhering to the norms of recording their attendance through the face recognition system installed at many places in both the campuses of the University and are still coming to the office quite late. Besides it has also been seen that some of employees are leaving the office early without the prior approval of the Competent Authority and even are found roaming in the campuses of the University during the working hours, thereby, the work of the University has been suffering.

The above conduct on the part of the employees has been viewed seriously by the Competent Authority. In the larger interest of all employees of the University, however, it is hereby once again reiterated that all the employees of the University below Pay Level 14 as per 7th CPC should adhere to the directions of recording their attendance in the prescribed mode and attend their office on time and shall remain present in the office throughout the working hours stipulated by the University. No employee shall also leave the office early without the prior approval of the Competent Authority.

If any of the employee of the University fails to comply with the direction contained in the University order of even number dated 07.05.204 followed by order dated 21.10.2024, further action, as deemed fit, would be initiated against all such delinquent / erring officials of the University without any further notice.

This issues with the prior approval of the Competent Authority.


13.11.24
(DR. KAMAL PATHAK)
REGISTRAR

No.F.1(6)(22)/2024/Estt.(N.T.)/ 7375

Dated the 13th November, 2024

Copy forwarded to the following for information and necessary action please:-

1. OSD to Hon'ble Vice Chancellor, GGSIPU
2. All Dean(s)/Director(s)/Branch Head(s), GGSIP University (Dwarka and East Campus).
3. CoF, Finance and Accounts, GGSIP University.
4. CoE-I & II, Examination Division, GGSIP University.
5. Superintending Engineer, UWD, GGSIP University.
6. Assistant Registrar, Office of the VC's Secretariat, GGSIP University.
7. Assistant Registrar, Office of the Registrar, GGSIP University.
8. In-charge, UITS with request to upload the Order on University website.
9. Guard File.



(HIRDESH GORH)
ASSISTANT REGISTRAR, ESTT.(T)
LINK OFFICER