



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi - 110006

F. No. IGDTUW/BAMS/GA/2018 / 5259

Dated: 3/2/2020


Subject: Monitoring of Bio-Metric Attendance

This is with reference to Order No. IGDTUW/BAMS/GA/2018/2861-2873 dated 16.07.2018 regarding marking of attendance through Bio-Metric Attendance Monitoring System (BAMS). Accordingly, every month a copy of the Bio-Metric Attendance is sent to the HoD's / Branch Heads for their concerned department through e-mail by System Analyst.

In view of this, all HoDs/Branch Heads are requested to ensure that all staff members maintain University timing and mark bio-metric Attendance without fail and submit leave application (CL/RH//EL/HPL/OD/SCL etc.) before proceeding on leave (in case of planned leave) or immediately after availing leave (in case of unplanned leave).

Further, all HoDs/Branch Heads will maintain only CL/RH records of all the faculty/staff and in case of Dean(s), HoD(s) all the leave applications and record will be maintained by the Personnel Branch.

This issues with the approval of the Competent Authority.



(Prof. R.K. Singh)
Registrar

F. No. IGDTUW/BAMS/GA/2018 / 5259

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Copy forward for information and necessary action to:-

- (i) All Deans/Dy.Deans/HoD's, IGDTUW
- (ii) Chief Proctor, IGDTUW
- (iii) Training & Placement Officer (ICT & MAE), IGDTUW
- (iv) Chief Warden (Hostel), IGDTUW
- (v) In-Charge (Medical Centre), IGDTUW
- (vi) DFO, IGDTUW
- (vii) System Analyst with a request to upload the order on the University Website.
- (viii) All Branch/Section Officer, IGDTUW
- (ix) PS to Hon'ble Vice-Chancellor, IGDTUW
- (x) PA to Registrar, IGDTUW
- (xi) Guard file


(Prof. R.K. Singh)
Registrar



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MONTHLY ATTENDANCE RECORD
(To be submitted by 2nd of each month alongwith monthly attendance)

Name of the Department/ Branch: _____ Month of Attendance: _____

Sl. No.	Name & Designation	Nature of leave							Already Availed		Leave Balance		Remarks
		CL	RH	EL	CCL	HPL	SCL	Others	CL	RH	CL	RH	
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													