



**Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi**

No.IGDTUW/BAMS/GA/2018/2861-2873

Dated: 16/07/18

ORDER

Subject: Attendance through Bio-metric Attendance Monitoring System (BAMS) in IGDTUW

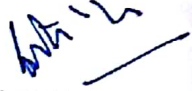
In compliance of the decision taken in the meetings of Principal Secretaries/Secretaries/HoDs chaired by the Chief Secretary, Delhi and orders of the Government issued from time to time regarding installation of Bio-Metric System and maintenance of punctuality, all faculty & staff members (without any exemption) shall mark attendance through Bio-metric Attendance Monitoring System for attending and leaving office within prescribed time. All are requested to get registered with BAMS and get the attendance marked through BAMS latest by 17.07.2018.

The working hours of the University shall be from 09.00AM to 05.30PM with a grace period of 15 minutes for attending office.

All the Deans/Dy. Deans/HoDs/Branch Officers shall maintain record of all kind of leaves and record of Outside official duty in the enclosed prescribed format in respect of the faculty/staff under their control and also submit a summary report (in the enclosed format) for the attendance on last working day but not after 2nd of next month to the Personnel Branch.

The non-compliance of the orders shall be viewed seriously.

This issues with the approval of the Competent Authority, IGDTUW.

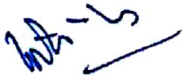

(Prof. R.K. Singh)
Registrar

No.IGDTUW/BAMS/GA/2018/2861-2873

Dated: 16/07/18

Copy forwarded for information and necessary action to the:

1. All Deans/Dy. Deans/HoDs, IGDTUW
2. Chief Proctor, IGDTUW
3. Training & Placement Officers (MAE and ICT), IGDTUW
4. Chief Warden (Hostels), IGDTUW
5. Incharge Medical Centre, IGDTUW
6. Dy. Finance Officer, IGDTUW
7. Librarian, IGDTUW
8. Assistance Registrar (GA), IGDTUW
9. System Analyst with the request to upload the Order on the University website
10. All Branch/Section Officers, IGDTUW
11. P.S. to Vice Chancellor, IGDTUW
12. P.A to Registrar, IGDTUW
13. Guard file.


(Prof. R.K. Singh)
Registrar



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi

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

Name of the Department/ Branch: _____

Month of Attendance: _____

Sl. No.	Name	Total Working Days	CL	EL	Other leaves, if any (with purpose)	Total Leave availed	Remarks

The attendance has been verified from the Bio-metric attendance record and above mentioned leave status is as per the records maintained in the Department/ Branch/ Section.

Dean/ HOD/ Branch In-Charge
Department/ Branch



**Indira Gandhi Delhi Technical University for
Women
Kashmere Gate, Delhi**

APPLICATION FORMAT FOR PERMISSION FOR OUTSIDE OFFICIAL DUTY
(To be given atleast 07 days in advance)

Name of the Faculty/Officer/Staff : _____
Designation : _____
Department : _____
Purpose of Visit (please enclose invitation letter) : _____
Date of Visit : _____
Spell of Visit (Forenoon/Afternoon) : _____
Duration of Visit (Time) : From _____ To _____
Number of Leaves already availed : _____

Signature of Applicant with Date

Specific recommendations of Head : _____
of Department/Branch Officer

Signature (with date) of the Head of : _____
Department/Branch Officer