



DELHI TECHNOLOGICAL UNIVERSITY
(FORMERLY DELHI COLLEGE OF ENGINEERING)
BAWANA ROAD, DELHI-110042

F.1/2-791/2019/Estt/DTU/1345


Dated: 108/2022
12/09/2022

CIRCULAR

In continuation of Circulars of even no. dated 27.05.2022 and 08.07.2022 regarding guidelines on attendance through Face Recognition System, following instructions are hereby issued for strict compliance of all concerned-

1. It is reiterated that all staff/officials must mark their arrival and departure time in Face Recognition System on daily basis.
2. It is informed that on arrival beyond one hour after the shift starting time on three occasions shall be counted as half day leave. Similarly leaving office before one hour of the closing time of the shift on three occasions shall be counted as half day leave. In addition, arrival in the office any day after two hours of the shift starting time and departure any day before two hours of the closing shift time will be counted as half day casual leave for that day. Single Punch on a day will be treated as absent. All Branch In charges, HoD's and Deans are requested to update the balance leave such as CL,CPL,SCL,ELetc of employees in Face Recognition System regularly so that necessary leave deductions is made from the balance leave.
3. In addition to marking the attendance digitally through Face Recognition System as above, all staff are also required to sign the attendance register in their respective Departments/Branches as per previous practice till further orders.
4. It is emphasized that each official/worker has to put in 40 hours of time for the five days per week. Further, if any one arrives late in the morning, he/she has to compensate for late arrival by working in the evening, beyond normal office hours for departure i.e. 6:00 p.m. This would however be done with the prior knowledge and permission of the branch incharge/HoD.
5. Duty Roaster of Health Centre, Library, Security, Engineering Cell and Hostels will be provided to Computer Centre by the concerned branch in the beginning of the month along with details of shifts and weekly offs for each employee.
6. Details of weekly off and holidays for outsourced employees will be provided by General Administration to Computer Centre branch and for such employees General Administration will generate the report for pay purposes.
7. The HoD concerned will provide the list of employees to computer branch who are attending the office for 8:00 a.m. classes and also those who are coming for evening classes.

8. Consolidated attendance report of all the departments in respect of regular/contractual staff will be sent to Accounts Branch from Computer Centre on 25th of every month.
9. In case any discrepancy in the report generated through Face Recognition System, respective Deans/HoDs /Branch In Charges will report to the Computer Centre latest by 20th of the month. Computer Centre will resolve the issue and send the updated report to the department before 25th of every month.



(Prof. Madhusudan Singh)
Registrar

F.1/2-791/2019/Estt/DTU/1345

Dated: 10/8/2022
12/09/2022

Copy to :

1. PA to VC for kind information of the Hon'ble Vice Chancellor.
 2. PA to Registrar for kind information of the Registrar.
 3. All HoDs
 4. All Deans
 5. All Branch Incharges
 6. Head, Computer Centre with the request to upload the same on the University website.
 7. Guard File.
- } for vide circulation among their respective departments/
branches


(Dr. R. Kaushik)
Dy. Registrar (Estt.)