



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
Sector-16 C, Dwarka, New Delhi-110078  
[PERSONNEL DEPARTMENT]

No.F1(6)(23)/2022/Pers.-II/ 5221

Dated: 23<sup>rd</sup> November 2022

**CIRCULAR**

The GGSIP University is in the process of installation of Artificial Identification Base Face Attendance Machine in both the campuses of this University. To facilitate the installation of the above said system, mobile number of each of the official of the University is required for proper linkages apart from other details as per the prescribed format attached herewith.

It has been observed that many of the officials either have not shared their mobile number or many of them have shared their incorrect mobile number, which is a serious lapse. This has resulted in the unnecessary delay in the compilation of requisite data which is essentially required to make the Attendance Monitoring System fully functional and result oriented.

All the officials are, therefore, in their own interest are advised by way of this communication to immediately provide correct and factually tenable information including with correct mobile number to the UWD of the University under intimation to this office, within 7 days from the date of issue of this order positively.

A copy of the prescribed format alongwith detail of the information which is pending is enclosed herewith for ready reference.

All the Branch In-charges are requested to ensure the compliance of this communication on priority within the prescribed deadline.

This issues with the approval of the Competent Authority.

*dhg*  
*23/11/2022*  
(BHUPINDER SINGH)  
DEPUTY REGISTRAR (PERS.-II)

No.F1(6)(23)/2022/Pers.-II/

Dated: November 2022

Copy forwarded to the following for information and necessary action please.

1. In-charge UITS, with a request to upload this Circular on University website.
2. A.R. to the Hon'ble Vice Chancellor, GGSIP University, New Delhi.
3. A. R. to the Registrar, GGSIP University, New Delhi.
4. All employees, GGSIP University, New Delhi.
5. Guard File.

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(AJAY KUMAR)  
ASSTT. REGISTRAR (PERS.-II)