



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

**"A State University established by the Govt. of NCT of Delhi"**

**SECTOR-16 C, DWARKA, NEW DELHI-110078**

**Establishment (Non-Teaching)**

File No. F1(6)(22)/2024/Estt. (N.T.)/ 5276

Dated: the 22<sup>nd</sup> August, 2025

**ORDER**

**SUBJECT: ATTENDANCE THROUGH ARTIFICIAL IDENTIFICATION FACE  
RECOGNITION ATTENDANCE MACHINE.**

Attention of all the Non-Teaching officer(s)/officials(s) is hereby drawn to this University order of even number dated 21.10.2024 followed by other orders dated 13.11.2024 and 22.01.2025 on the above captioned subject matter.

Despite these orders it has been observed that some of the officer(s)/officials(s) are not attending their official duties as per the timelines, so specified in the office hours in the University, which is a serious lapse on their part.

It is hereby, once again reiterated that all the officer(s)/officials(s) are required to mark their attendance in the prescribed mode and attend their official duties strictly in accordance with the office hours, so prescribed, by the University, failing which further action as deemed fit would be initiated against all the delinquent officer(s)/officials(s).

For the sake of convenience, the daily duty working hours prescribed for officer(s)/officials(s) are given below:-

1. Working Hours: 9:00AM to 5:30PM
2. Lunch Break : 1:00PM to 1:30PM

This issues with the prior approval of the Competent Authority.

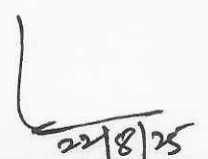
  
(DR. KAMAL PATHAK)  
REGISTRAR

File No. F1(6)(22)/2024/Estt. (N.T.)/ 5276

Dated: the 22<sup>nd</sup> August, 2025

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

1. OSD to Hon'ble Vice Chancellor, GGSIP University.
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. Project Director, UITS with request to upload the Order on University website.
7. Assistant Registrar, Office of the VC's Secretariat, GGSIP University.
8. Assistant Registrar, Office of the Registrar, GGSIP University.
9. Guard File

  
(DR. KAMAL PATHAK)  
REGISTRAR