



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi - 110078 Website: <http://ipu.ac.in>

(General Administration Branch)

F.No. GGSIPU/GA/Sanitation /2016/ 1244

Dated: 21.12.2016

OFFICE ORDER

Subject- Bio- metric attendance of outsourcing staff deployed in University School of Studies (USS) / Departments and Branches


On the approval of Competent Authority, the outsourced sanitation manpower is being provided to USS / Departments and Branches for multiple office work. On the observation of the Accounts Branch, under Minimum Wages Act, the salary to outsourcing manpower working for multiple office work shall be made according to their bio metric attendance only. Therefore, you are requested to direct the outsourcing staff under your control to mark their attendance on the bio metric attendance on all six days a week.

On Saturday and Sunday (as 6th day), some of the offices of USS / Departments and Branches are closed, on that day (s), the deployed outsourced staff should mark their attendance and report to sanitation office for other works assigned by the sanitation supervisor.

C. Arvind
22-12-16
(C. Arvind)
Registrar

Copy for information:

1. All Deans & Directors
2. Proctor
3. Chief Warden
4. Controller of Finance
5. Controller of Examinations
6. Librarian
7. Joint Registrar (E&S)
8. All HODs / Branch In-charge /All Wardens
9. AR to Hon'ble Vice Chancellor
10. SO to Pro Vice Chancellor
11. AR to Registrar
12. PS to COF
13. Guard File


(Dr. Pankaj Agrawal)
Deputy Registrar (GA)