

OFFICE OF THE PRINCIPAL, GOVERNMENT COLLEGE FOR WOMEN, PALI

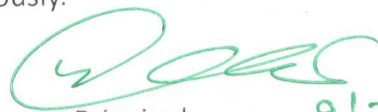
GCWP/2024/

Dated: 09.07.2024

In reference to letter number 12/1-2019 Admn (3) dated 8.7.2024 from the ACS, Secretary to Haryana Government, Higher Education on the subject of 'Instructions regarding Biometric Attendance' and Whatsapp messages from the worthy ACS, the following instructions are given to all the staff members of Government College for Women, Pali in this regard:

1. All staff members (teaching and non-teaching) will compulsorily mark their attendance on the Biometric Machine daily.
2. The Biometric Committee will ensure that the data of all staff members (teaching and non-teaching) is available on the Biometric System and is working.
3. The time of arrival and departure in the Biometric Machine and the College register should match and in case of discrepancy, the time in the Biometric System will be considered final.
4. In case there is an issue regarding server at a particular time on a particular day, all the affected staff members will compulsorily register a complaint in the Biometric Complaint Register along with time. The Biometric Committee will immediately take action for resolving the issue and verify that the issue was genuine. The committee will mark time in the Complaint Register regarding at which time the issue was resolved.
5. No Class IV Employee will leave the college before taking permission from the Principal. They will mark the time of their departure and arrival from the college in the Visitor's register available with the Chowkidar compulsorily.
6. The non-teaching staff on duty to Rewari/University will mark the time of their arrival and departure in the Movement Register. After their work at Rewari/University, they must report back in the college. They will follow the full timings in the Biometric Machine i.e. arrival at 9.00 am and departure at 4.00 pm. If there is no departure timing in the Biometric Machine, they will not be considered on duty and will be considered absent from the college.
7. In case these instructions are not followed the concerned staff member will be himself/herself responsible for disciplinary proceedings issued against him/her by the department/college.

These instructions are to taken seriously.



Principal

9/7/2024  
Govt. College for Women, Pali

कार्यालय महानिदेशक, उच्चतर शिक्षा हरियाणा, पंचकूला  
आदेश

क्रमांक 12/1-2019 प्रशा0 (3)

दिनांक, पंचकूला 08/7/2024

माननीय आयुक्त एवं सचिव हरियाणा सरकार, उच्चतर शिक्षा महोदय के  
आदेशानुसार बायोमैट्रिक अटैण्डेंस के संबंध में निम्नानुसार आदेश/हिदायतें जारी की जाती है :-

1. सभी अधिकारी व कर्मचारी प्रतिदिन बायोमैट्रिक अटैण्डेंस लगाएंगे।
2. अवकाश ग्रहण करने से पूर्व संबंधित कर्मचारी/अधिकारी अपने रिपोर्टिंग अधिकारी को इस बारे सूचित करेंगे अन्यथा अवकाश अवधि को अनुपस्थिति अवधि मानते हुए उस दौरान के वेतन में कटौती कर ली जाएगी।

आदेशों की दृढ़ता से पालना करना सुनिश्चित करें।

नवदीप सिंह, एच0सी0एस0  
संयुक्त निदेशक प्रशासन  
कार्यालय महानिदेशक, उच्चतर शिक्षा हरियाणा,  
पंचकूला।

पृष्ठांकन क्रमांक सम

दिनांक, पंचकूला 08/7/2024

इसकी एक प्रति निम्नलिखित को सूचनार्थ एवं आगामी कार्यवाही हेतु प्रेषित है :-

1. हरियाणा राज्य में स्थित सभी राजकीय महाविद्यालयों के प्राचार्य।
2. हरियाणा राज्य में स्थित सभी कमांडिंग आफिसर, एन0सी0सी0 यूनिट।
3. हरियाणा राज्य में स्थित सभी जिला/उप मण्डल पुस्तकालयों के पुस्तकाध्यक्ष।
4. पी0एस0/आयुक्त एवं सचिव हरियाणा सरकार, उच्चतर शिक्षा विभाग।
5. पी0एस0/महानिदेशक, उच्चतर शिक्षा हरियाणा, पंचकूला।
6. पी0ए0/संयुक्त निदेशक प्रशासन, का0महानि0उ0शि0 हरि0, पंचकूला।
7. निदेशालय में कार्यरत सभी शाखाधिकारी/शाखाध्यक्ष/कर्मचारी।
8. इन्चार्ज, आई0टी0सैल, का0महानि0उ0शि0 हरि0, पंचकूला।

राजेश माधव

अधीक्षक प्रशासन

कृते: महानिदेशक, उच्चतर शिक्षा हरियाणा,  
पंचकूला।