



जवाहरलाल नेहरू विश्वविद्यालय Jawaharlal Nehru University

ADMINISTRATION

Admin.-II/Misc./06/

Dated: 05.04.2023

CIRCULAR


It has come to the knowledge of Administration that some of the Non-Teaching staff of the University does not mark their attendance through Biometrics and also not adhering office timings. The employees come to the office late in the morning and often leave the office before closing time in the evening which adversely affects the efficiency and normal functioning of the respective offices.

The Authority has taken serious note of the above and directed the undersigned to issue advisory to all the respective In-Charges of the Sections/Departments located in the University i.e., Administration building/Schools/Centers/Library/Health Centre etc., to closely monitor regularly the Bio-metric based Attendance monitoring System (BBAMS) and to adhere office timings and instruct staffs to mark their attendance through BBAMS.

All the Sectional Head/Departmental Heads are accordingly requested that if any employee is not marking attendance in Biometric, the same must be reported to the Administration for disciplinary action as per rules. Also, the staff may be directed to strictly adhere to the office timings.

This may strictly be adhered to.

The above issues with the approval of the Competent Authority.


(GAGANDEEP SINGH)
DEPUTY REGISTRAR
ADMINISTRATION

Circulation:-

1. Director, CIS with the request to display the above circular in University website
2. P.S to VC/Rector-I, II/F.O/C.O.E