Computer Centre

DELHI TECHNOLOGICAL UNIVERSITY

BAWANA ROAD, SHAHBAD DAULATPUR, DELHI-42

Office Order

F. DTU/CC/2022-23/   Date: 27/05/2022

Subject: Registration for Biometric Attendance of all non-teaching staff through Face Recognition/IRIS system on 30th and 31st May

As per the O/o no. F1/2-791/2019/Estt/DTU/479 dated 27/05/2022 issued by Competent Authority regarding marking of attendance through face recognition w.e.f. from June 01st, 2022, it is required to capture the biometric and register all non-teaching staff in the system.

The required activity is to be completed on 30th and 31st May so that the attendance can be logged starting 1st June 2022 as per the order.

In this regard, all the staff members need to report to the Computer Centre for capture of Face Recognition as per the schedule below:

S. No.	Name of the Department	Date	Time
1	VC Office/ Registrar Office/ CoE Branch /Result Section/ Accounts/ Academic UG/PG/ Council & Planning Cell/ Vigilance/ All Deans Branch/ Pension Cell/ Legal Cell/ T&P/ Health Centre (Morning Shift Staff)	30/05/2022	09:45 am
2	Establishment/ Recruitment Cell/ S&P Project & Estate/ Engineering Cell/ GA/ Record Room/ R&I/ PRO/ Hostel Office/ COE FOR HAPPINESS/ TBI	30/05/2022	11:30 am
3	Bio Diesel Lab/ EVRT Lab/ Guest House/ Sports Complex/ DSM/ Security Office/ B.Tech Evening/ Library/ Edusat Studio/Library	30/05/2022	02:00 pm
4	Health Centre (Afternoon Shift Staff)/ Equal Opportunity Cell/DTU-IIF/USIP Office/JAC/ IQAC/ DoD/ CC/ Humanities / Bio Tech	30/05/2022	03:00 pm
5	Applied Chemistry/ Applied Mathematics/ Applied Physics	30/05/2022	04:30 pm
6	Electrical Engineering/ EDC Staff/ Software Engineering/ IT/ Environmental Engineering	31/05/2022	09:45 am
7	Mechanical & Production Engineering/ Electronics and Communication Engg/ Civil Engg/ Computer Science & Engineering	31/05/2022	02:00 pm

Divya Narayan
COO & Head, CC

Copy to:
1. PA to VC for Kind Information to Hon'ble VC
2. PA to Registrar for information to the Registrar
3. All Deans/ HoDs/ Branch Incharge/ Head EDC/ Chief Warden