File No. F.1(6)(22)/2024/Estt.(NT)/ 1007   Dated: the 07 May, 2024
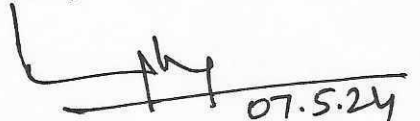
ORDER

SUBJECT: ATTENDANCE THROUGH ARTIFICIAL IDENTIFICATION FACE RECOGNITION ATTENDANCE MACHINE ON TRIAL BASIS.

It has been decided to implement attendance through Face Recognition Attendance Machine in the University, initially *on trial basis* for 15 days, in respect of all the Non-Teaching officers/officials, who are working on post bearing Pay Scale below the Pay Level 14 as per 7th Pay Commission, w.e.f. **10th May, 2024 (Friday)**. The Face Recognition Attendance Machines have already been installed at various locations of the University, a list of locations of machines is attached herewith.

Accordingly, all the Non-Teaching officers/officials working on post bearing Pay Scale below the Pay Level 14 are directed to mark attendance at Face Recognition Attendance Machine w.e.f. **10th May, 2024 (Friday)**.

The necessary guidelines/ instructions in this regard are attached herewith for information and necessary action.

This issues with the approval of the Competent Authority.

07.5.24

(DR. KAMAL PATHAK)
REGISTRAR

File No. F.1(6)(22)/2024/Estt.(NT)/   Dated: the   May, 2024

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 Campuses).
3. Superintending Engineer, UWD, GGSIP University.
4. Assistant Registrar, Office of the VC's Secretariat, GGSIP University.
5. Assistant Registrar, Office of the Registrar, GGSIP University.
6. In-charge UITS with request to upload the Order on University website.
7. Guard File

07/05/24

(NAVEEN KUMAR BUDHIRAJA)
ASSISTANT REGISTRAR (ESTT.-NT)

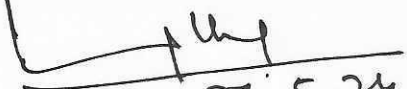## INSTRUCTIONS/ GUIDELINES FOR FACE RECOGNITION ATTENDANCE SYSTEM FOR NON-TEACHING STAFF ON TRIAL RUN BASIS

The Face Recognition Attendance system is being introduced for digitally recording the attendance of all the non-teaching officers/ officials initially on trial basis for 15 days and accordingly, these Machines have been installed at various locations of both the campuses of the University, i.e., Dwarka and Surajmal Vihar (List of locations enclosed as Annex-1), to enable the officials/ officers to register their attendance by recording their Facial Impression through the Face Recognition Attendance Machine. The guidelines for Face Recognition attendance system are framed with regard to the main objective to ensure the Punctuality and observation of daily Working Timings by Non-Teaching Staff. The guidelines for face recognition attendance system to be adhered in the University during trail run are as follows:

1. The daily working timings of the non-teaching employees shall be as 9.00 A.M. to 5.30 P.M.

2. It is compulsory for each non-teaching employee to register his/her daily working attendance by recording his/ her facial impression through the said machines at the time of reporting as well as at the time of leaving from the University on all working days except on working day when he/she on full day leave.

3. On arrival beyond one hour after the office/ work starting time on three occasions shall be counted as half day leave. Similarly leaving office before one hour of the closing time of the work/ Office on three occasions shall be counted as half day leave.

4. In addition, arrival in the office any day after two hours of the work starting time and departure any day before two hours of the closing work time will be counted as half day casual leave for that day.

5. Single punch on a day will be treated as absent.

6. All Branch in charges, HoDs and Deans are requested to update the balance leave such as CL/ SCL/EL/ Commuted Leave ets. of each employees working in their respective Branch/ Department/ Centres/Schools in Face Recognition System regularly so that necessary leave deductions is made from the balance leave.

7. <u>Attendance on Register</u> : In addition to registering/marking the attendance digitally through Biometric Attendance System as above, concerned employees are also required to sign the attendance register in their respective Department/Branch/ Section as is being done hitherto as per previous practice till any further orders is issued in this regard.

8.   If any employee faces any problem while marking the attendance through Face Recognition Attendance System, he will report the same to the Assistant Registrar (Estt.-NT) for resolving the issue. Every employee should make sure that proper attendance is being recorded in the Machine/ System during the trial period. Once the trial period is over, it will be the responsibility of employee for his/ her non-attendance in the Machine/ System.

9.   Duty Roster of Health Centre, UIRC, Security, Hostels and any other Branch, if applicable, will be provided to Establishment Branch (Non-teaching) by the Concerned Branch in the beginning of the month alongwith the details of shifts and weekly offs for concerned employees.

10.   It is emphasized that each official/ worker has to put in 40 hours of time for the five days per week. Further, if any one arrives late in the morning, he/ she has to compensate for late arrival by working in the evening, beyond normal office hours for departure. This would however be done with the prior knowledge and permission of the branch head.

11.   Consolidated attendance report of all the departments in respect of regular/ contractual staff will be sent to the concerned Branch/ Department Head from Head, UITS on 25th of every month.

07-5-24

(DR. KAMAL PATHAK)
REGISTRAR

Details of face attendance machine

S. No.	Locations	Machine Sr. No.	Qty
GGSIPU Dwarka Campus			
1.	Ground Floor Main Entrance 'A' Block	HA1496M2	1 Nos.
2.	Ground Floor Main Entrance 'B' Block	HA149JH5	1 Nos.
3.	First Floor Main Entrance 'C' Block	HA147LTJ	1 Nos.
4.	First Floor Main Entrance 'D' Block	HA145YYP	1 Nos.
5.	First Floor Main Entrance 'E' Block	HA149QHH	1 Nos.
6.	Ground Floor Library Entrance of UWD, Estate and Purchase	HA146JFT	1 Nos.
7.	Ground Floor Admin 'B' Wing Main Entrance	HA148DY1	1 Nos.
8.	Ground Floor Admin 'B' Wing Main Entrance	HA148RKN	1 Nos.
9.	Ground Floor Library Block near Account Branch entrance	HA149QGZ	1 Nos.
10.	First Floor Library Block near Staircase between Library and E Block	HA146GS4	1 Nos.
11.	Mass Communication Shed	HA1514NF	1 Nos.

S. No.	Locations	Machine Sr. No.	Qty
GGSIPU East Campus			
1.	East Campus	HA148BBG	1 Nos.
		HR148NGX	1 Nos.