



Guru Gobind Singh Indraprastha University  
Dwarka, New Delhi - 110078  
(General Administration)

GGSIU/GA/Misc./2016/11022

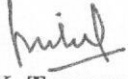
Dated: 21/09/16

**ORDER**

Subject: Regarding attendance of Contractual/Outsourced Employees

In pursuance of the meetings held under the Chairmanship of Chief Secretary on 12/08/2016 and Secretary (AR) on 08/09/2016 to sort out the problems, if any, regarding attendance and in making payment to Contractual/Outsourced Employees. In this regard, all the Outsourced Agencies and Controlling Officers are requested to comply with the following:

- i) All the attendance of Contractual/Outsourced Employees should be on bio-metric attendance system.
- ii) Controlling Officer should ensure that on every 7<sup>th</sup> day of the month, the salary is being disbursed by the University/Outsource Agency to Contractual/Outsourced Employees respectively.
- iii) There should not be any administrative or procedural delay for the releasing of payment.

  
S. K. Tanwar  
(Registrar)

Copy for information and necessary action for Branch Heads deploying manpower on Contractual / from Outsourced Agency:

1. Chief Warden
2. Joint Registrar(E&S)
3. Joint Registrar (Personnel) *to take necessary action.*
4. In-charge, UITS
5. EE(UWD)
6. S.O.(GA)

Copy for information to:

1. AR to Hon'ble Vice-Chancellor
2. SO to Pro Vice-Chancellor
3. PS to Registrar
4. Office copy

  
Dr. Pankaj Agrawal  
Deputy Registrar (GA)