All the employees of the University are requested to register their fingerprint impression in Biometric Management software as per the following schedule in Server Room in room no. D-412

<table>
<thead>
<tr>
<th>Dates</th>
<th>Departments</th>
<th>Timings</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/14 (Thursday)</td>
<td>Academic Coordination, Affiliation Branch, Examination Branch, Coordination Branch, Accounts Branch, Admissions Branch, Planning policy &amp; RTI/Legal, Stores Branch, Estate &amp; Security Branch</td>
<td>11:00 - 11:30 AM, 11:30 - 12:00 PM, 12:00 - 1:00 PM, 01:30 - 2:30 PM, 02:30 - 3:30 PM, 03:30 - 4:00 PM, 04:00 - 4:30 PM, 04:30 - 5:00 PM, 05:00 - 5:30 PM</td>
</tr>
<tr>
<td>02/05/14 (Friday)</td>
<td>Registrar Office, V.C. Secretariat, DSW, UCITIM, UWD, Purchase Branch, Personnel Branch, General Administration Branch, SDC</td>
<td>11:00 - 11:30 AM, 11:30 - 12:00 PM, 12:00 - 1:00 PM, 01:30 - 2:30 PM, 02:30 - 3:30 PM, 03:30 - 4:00 PM, 04:00 - 4:30 PM, 04:30 - 5:00 PM, 05:00 - 5:30 PM</td>
</tr>
<tr>
<td>05/05/14 (Monday)</td>
<td>USCT, USIT, USBAS, Director- IIC, Director- Centre for Governance, Library, PR Section, USLLS, USH &amp; S, Chief Warden, Wardens</td>
<td>11:00 - 11:30 AM, 11:30 - 12:00 PM, 12:00 - 1:00 PM, 01:30 - 2:30 PM, 02:30 - 3:30 PM, 03:30 - 4:00 PM, 04:00 - 4:30 PM, 04:30 - 5:00 PM, 05:00 - 5:30 PM</td>
</tr>
<tr>
<td>06/05/14 (Tuesday)</td>
<td>USMS, USMC, USEM, USE &amp; USBT, Director of International Affairs, Director of Academic Affairs, COE- Planning, Director- Development, Director Research &amp; Consultancy</td>
<td>11:00 - 11:30 AM, 11:30 - 12:00 PM, 12:00 - 1:00 PM, 01:30 - 2:30 PM, 02:30 - 3:30 PM, 03:30 - 4:00 PM, 04:00 - 4:30 PM, 04:30 - 5:00 PM, 05:00 - 5:30 PM</td>
</tr>
</tbody>
</table>

All the employees are required to fill up the requisite format of registration as per attachment.

This issues with the approval of Registrar

Chairman, UCITIM

Copy to:

1. The Hon'ble VC for kind information pl.
2. The Registrar
3. All Deans/ Directors/ Branch Heads with a request to circulate the schedule among all the employees
4. Server Room for uploading on University Website
5. Office Copy
6. Dr. Vijay Kumar
Format of Registration for Biometric Attendance System

Employee Code : __________________________________________________________
Employee Name : __________________________________________________________
Department / School : ______________________________________________________
Designation : _____________________________________________________________
Grade : _________________________________________________________________
Category : _______________________________________________________________
(Academic / Administrative)
Employment Type : _________________________________________________________
(Permanent/Contract/ Outsourcing)
Gender : _________________________________________________________________
(Male/Female)
Date of Joining : _________________________________________________________
(in the university)
Date of Confirmation: ____________________
ID Card Number : ____________________

Signature: ____________________
Name: ____________________
Mobile no: ____________________
Email id: ____________________

(For Official Use)

Assistant Registrar, UCITIM