

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR
(REGISTRAR OFFICE)**

IKGPTU/REG/00/821

Dated: 07.09.2022

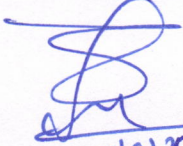
OFFICE ORDER

Subject: Regarding Bio-Metric attendance.

It has come to the notice of the authority that few employees (Teaching & Non-Teaching) are not marking their attendance on biometric attendance system regularly. Therefore, all HOD's (Teaching and Non-Teaching) are hereby directed to inform all the employees to mark their attendance on biometric attendance system regularly and adhere the office timings.

Non-compliance of order will attract disciplinary proceedings as per The Government Employees (Conduct) Rules.

This supersedes the earlier office order/notification issued in this regard.



7/9/2022

(Dr. S. K Mishra)

Registrar

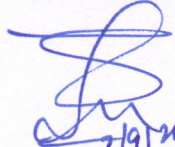
B. Singh

Dated: 07.09.2022

Endst. No.: IKGPTU/REG/00/822-825

A copy of the above is forwarded to the following for information and necessary action please.

1. Secretary to Vice Chancellor: For information of Hon'ble Vice Chancellor.
2. All HoD's (Teaching & Non-Teaching): to inform all the officers, faculty and staff working in their department.
3. Dean (Academics): to inform all the Directors/Incharge, IKGPTU Constituent Campuses.
4. Incharge (ITS): to upload on IKGPTU website.



7/9/2022

(Dr. S.K. Mishra)

Registrar