

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

Estd. Under Punjab Technical University Act, 1996 (Punjab Act No. 1 of 1997)

IKGPTU/REG/00/704

Dated: 18.09.2025

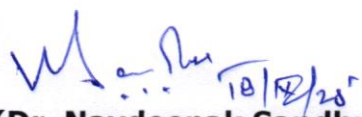
OFFICE ORDER

Subject: Regarding Bio-Metric attendance.

It has been observed that employees of the University (Regular/through outsource agency) working in different teaching/non-teaching Departments come late to the University and leave the University before official timings. Further to this, Bio-metric attendance system is not followed by them regularly according to University timings.

It has been seriously viewed and keeping in view of this all HODs of the University (Teaching/Non-Teaching) are requested to bring into notice of all employees working under their respective department(s) to strictly follow the biometric attendance system and adhere the office timings. Non-compliance of order will attract disciplinary proceedings.


This Office Order is issued with the approval of the Hon'ble Vice-Chancellor on 18.09.2025 (on hard file).


(Dr. Navdeepak Sandhu)
Registrar
Dated: 18.09.2025

Endst. No. IKGPTU/REG/00/705-708

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 employees working in their department.
3. All Branch Head/Incharge (under Registrar Office)
4. Incharge (ITS): to upload on IKGPTU website.


(Dr. Navdeepak Sandhu)
Registrar