

Indraprastha College for Women
University of Delhi

IPC/08/11

2 November 2021

NOTICE

With reference to the Notification No. Estab.II(i)/330/COVID-19/M/2020/2068 dated 1 November 2021 of the University of Delhi, the biometric attendance in the College will be resumed w.e.f. Monday, 8 November 2021.



Principal



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

स्थापनाशाखा- II (i)

Establishment Branch-II (i)

कमरानं. 212, स्थापनाखंड

Room No. 212, Establishment Block

दिल्ली - 110007

Delhi - 110 007

Tel. No. 27001168

Estab.II(i)/330/COVID-19/M/2020/ 2068

01st November, 2021

अधिसूचना NOTIFICATION

In view of the DoPT O.M. No. 11013/9/22014-Estt.A.-III dated 01st November, 2021 regarding preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Resumption of Biometric Attendance and in supersession of the University Notification of even number dated 13.03.2020, it has been decided to resume biometric attendance for all levels of employees, with effect from Monday, the 8th November, 2021. It shall be responsibility of Heads / Deans / Officer-in-Charge of Faculties / Departments / Offices to ensure that:-

- Sanitizers are mandatorily placed beside biometric machines and all employees sanitize their hands before and after marking of attendance.
- Physical distancing of six feet must be maintained by all employees while marking their attendance. If required, additional biometric attendance machines may be installed to avoid overcrowding;
- All employees shall be required to wear mask/face covers, at all times, including while waiting to mark their attendance;
- As far as possible, adequate number of biometric stations should be placed in an outside/open air environment. If indoor, adequate natural ventilation must be maintained; and
- All departments/offices shall undertake orientation of the employees on precautions to be followed.
- Meetings, as far as possible, shall continue to be conducted on video-conferencing and personal meetings with visitors, unless necessary in public interest, are to be avoided.
- All officers/staff shall strictly follow the COVID-appropriate behavior, at all times, in offices.

This is issued with the approval of the Competent Authority of the University.

Handwritten signature
कुलसचिव
REGISTRAR

Copy to:

- The Director, South Delhi Campus, University of Delhi.
- The Dean of Colleges, University of Delhi.
- All Deans/ HoDs/Director of the University of Delhi.
- The Joint Director, DUCC with a request to upload it on the website of the University and to ensure adequate number of biometric stations are