



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State University Established under Govt. of NCT of
Delhi Act 04 of 2020)
Sector 9, Dwarka, New Delhi – 110077

F.No.12(107)/DSEU/HR/2022/979

Dated: 17/10/2022

Office Order

With a view to improving efficiency in daily attendance record keeping and leave records, Biometric Based Attendance Monitoring System (BBAMS) has been introduced in DSEU. Biometric machines have been installed at all campuses of DSEU for marking the attendance by faculty, Officers and members of Staff.

All the officials of DSEU would be required to mark their attendance. The rules that will be followed for operation of the system are enclosed as Annexure-I with this order.

Deepak Dahiya
Deputy Registrar (Admin)

F.No.12(107)/DSEU/HR/2022/979
Copy to:

Dated: 17/10/2022

1. PS to Vice Chancellor, DSEU.
2. PA to Registrar, DSEU.
3. Official Concerned
4. Concerned Campus Directors
5. Guard file.

Deepak Dahiya
Deputy Registrar (Admin)

Rules for Implementation of Biometric Based Attendance Monitoring System (BBAMS) at Delhi Skill and Entrepreneurship University

All the officials of DSEU would be required to mark their attendance. The rules that will be followed for operation of the system are as follows:

1. The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by the Deputy Registrar Admin.
2. The term official used in these rules would include all the faculty, officers, project, other staff including outsourced staff.
3. All officials will be required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception.
4. DSEU shall observe 8.30 hour working day (inclusive of an obligatory half an hour lunch break) starting at any time between 8:30 AM to 7:30 PM, as may be chosen by the Officials/Staff or as maybe required for the role.
5. Early departure up to 10-15 minutes can be relaxed subject to the condition that the duration of early departure is compensated by extra time on any day of the same week so that 40 hrs. of work time for the 5-day week is maintained.
6. Where an officer/staff is required to go for an official meeting in another campus directly from home or proceed in the late afternoon from where (s)he is not likely to return to office, an intimation to this effect will be furnished in advance to the Registrar /Campus Head through e-mail.
7. In exceptional cases like consultation with doctors /attending social obligation, etc., late coming in the morning/early departure in the afternoon up to two hours (maximum,) will be allowed subject to the condition that prior intimation/approval of the immediate superior officer has been obtained and the duration of late coming/early departure is compensated by devoting such extra hours of work so as to ensure that the 40-hour work schedule for the entire week is maintained.
8. If 40 Hrs. of work time for the 5-day week is not maintained, disciplinary action may be initiated against the erring official as deemed fit under the rules. For faculty it may be noted that they are expected to put in extra hours during exams, grading, and inputting of grades etc. for timely announcement of results to students. It is also expected that during industry visits, study tours the faculty will put in extra hours. All of which is notionally adjusted during vacations.
9. Any official availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS up to 02:00 PM and the official availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS at 01:30 PM or after.
10. Availability of Official /Staff during Office Hours in the University is mandatory. Any member of the DSEU found absent from his/her campus during office hours without permission of the Competent Authority will be called upon to explain his/her absence and if this habit persists, disciplinary action will be taken.
11. Attendance reports shall be maintained at all campuses by the nodal officer nominated by the Campus Director in each campus, on monthly basis and concerned officials shall get their attendance regularized in the following manner:
 - i. Monthly CL / RH statement in respect of officers / staff working in the campus shall be maintained latest by 05th of following month by the Nodal officer



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identified in this regard.

- ii. It must be ensured by the Nodal officer / official concerned that duly recommended leave applications of nature such as EL / Commuted Leave / HPL etc. are sent to concerned Establishment/HR sections promptly. The establishment/HR sections shall ensure that all such leaves for a month are duly sanctioned by 07th of the following month.
- iii. In case of commuted leave on medical grounds or Earned Leave overlapping two consecutive months, period of absence shall be kept under suspense and marked 'S' and shall be regularized immediately after joining of official. During this period, pay and allowances of the official would be released. However, in case leave is not regularized after his/her joining office, pay and allowances of such official would not be processed further till such regularization. Responsibility for the same would lie on concerned official/controlling officer/concerned establishment section as the case may be.
- iv. For officials going on official tour, nodal officer as identified above shall send a monthly statement in this regard to Establishment Section/HR division along with monthly CL/RH statement for making necessary entries in the system by 05th of following month.
- v. In case, any official is to visit any other campuses for official purposes and situation is such that such official would not be able to mark attendance in the system either in the morning or evening, prior intimation regarding it would be sent to nodal officer through e-mail.

12. DSEU would register all employees on Biometric system and any official who is left out for some reason should contact DR Admin for registering in the system as the pay of officials is linked to it. Similarly, officials joining DSEU (Headquarter)/any campus of DSEU thereafter on transfer etc. should get themselves registered for Biometric system.

