Computer Facility

All India Institute of Medical Sciences

Date: 12th August, 2015

Sub: **Reminder for registration in biometric System.**

As per the direction of Director, it is informed to the all the staff of AIIMS, New Delhi that attendance in the biometric system is a must for all the staff of AIIMS, New Delhi including the project employees, PHD students, scientists and those who are in deputation in AIIMS. The attendance in biometric system has already been made live on 1st August,2015. It is being observed that still many employees has not registered into the biometric system. It is therefore once again requested to all the staff of AIIMS to get themselves registered immediately. An administrative action may be taken against those employees who failed to register in biometric system till 30th August 2015.

It is requested to all the Head of the departments of AIIMS, New Delhi to provide us the list of staff working in your department along with salary code. You are also requested to provide the details of shifting duties running in your department. This details will help us in maintaining the leave management system through biometric.

S.No	Timing of the Duty	Duty Type (Morning/Evening/Night/General)

All Notice Boards { *Deptt, C I, OPD* / *NDDTC* ✓

Dr. Deepak Agrawal

Chairman, Computerization Committee

Distribution

1   Director, AIIMS
2   Deputy Director, AIIMS
3   Prof-in-charge , Computer Facility
4   All HODs of AIIMS, New Delhi
5   Chief Administrative Officer