

दिल्ली परिवहन निगम

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार
इंद्रप्रस्थ एस्टेट, नई दिल्ली - ११०००२
फोन: २३३७०२३६, फैक्स: ९१-११ २३३७०८७७



Delhi Transport Corporation

Govt. of National Capital Territory of Delhi
I.T. Section, Indraprastha Estate,
New Delhi-110002
Phone: 23370236, Fax: 91-11-23370877

No.: *Admn I/IT/BAS/2016/1263*

Dated: *25/11/2016*

**Sub: Marking of attendance by Civil Defence
Volunteers in Biometric attendance system.**

It has been noticed that despite several instructions issued in the past that all the Civil Defence volunteers and Home Guards working with DTC as Bus Marshals are to be enrolled and registered in Bio-metric Attendance System but it is observed that some of the depots have enrolled them in the machines but not registered in the biometric attendance system. In this regard, all the Depot Managers are once again directed to enrol and register all the Civil Defence volunteers in the Biometric attendance system (both enrol in the machines and register in the Biometric attendance system) within a week.

Further competent authority has directed that henceforth salary/wages of Civil Defence volunteers must be prepared after verification of the attendance marked by them in the Bio-metric attendance system without fail.

APAC
25-11-16

Dy. Chief General Manager (Admn.)

All RMs

All DMs

Dy. CGM (Tr.), Scindia House

Addl. CAO-II : to cross verify the compliance.

Copy to:

1. CGM (Tr.) }
2. CGM (IT) }

for information pl
: for information please. along with case file
containing IIT + IICs for records