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**DELHI JAL BOARD: DELHI SARKAR
OFFICE OF THE ASSISTANT COMMISSIONER (T)
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI**

No.DJB/AC(T)/CIR./2013-

11/209

DATED:23.09.13

CIRCULAR

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Reference Minutes of the meeting convened by Chief Executive Office on 05.09.2013 at 04:00 PM with the representative of Municipal Workers Lal Jhanda Union wherein it was discussed that "Employees are facing various difficulties in marking their attendance due to non-availability of Bio-Metric devices in their respective offices/sites and Union has suggested that the bio-metric machines should be installed on all the sites so that every individual can mark his/her attendance easily".

Therefore, All the DDOs and Controlling Officers are directed to verify that Bio-Metric Machines are completely installed and running in their respective offices and all the employees under their control are covered under Biometric system to mark their attendance. A certificate (overleaf) with confirmation of the above mentioned facts may be issued to the office of undersigned within 15 days of issue of this circular.

Sum
(S.K. SHARMA) 26/9/13
ASSISTANT COMMISSIONER (T)/
NODAL OFFICER (IT)

All DDOs

Copy to:-

1. Chief Executive Officer
2. All Members,DJB
3. CVO/Secy. DJB
4. All Directors.

EXECUTIVE ENGINEER (EDP)

DIARY No. 3476

DATE 17/10/13

CA on file

Sum
(S.K. SHARMA) 26/9/13
ASSISTANT COMMISSIONER (T)/
NODAL OFFICER (IT)

C.E. (DR) PROJECT T-I, DJB

Diary No. 4276

Date 30/9/13

Sum 30/9

JBA

Am

Sanjay

Prabhat 17/10/13

CERTIFICATE

1. NAME OF THE OFFICE:
2. ADDRESS OF THE OFFICE:.....
3. NAME OF THE DDO:
4. BIO-METRIC MACHINE INSTALLED: Y/N
5. BIO-METRIC MACHINE WORKING: Y/N
6. TOTAL NUMBER OF EMPLOYEES:.....
7. NUMBER OF EMPLOYEES COVERED WITH BIO-METRIC ATTENDANCE SYSTEM:.....

(SIGNATURE & OFFICIAL SEAL OF THE DDO)